

ANKARA UNIVERSITY RESEARCH PROJECTS SUPPORT OFFICE DIRECTIVE (*)¹

PART ONE

Aim, Scope, Base and Definitions

Aim

ARTICLE 1- (1) The purpose of this Directive is to regulate the principles regarding the content, scope, mode of operation, duties, powers and responsibilities and functioning and objectives of the “Ankara University Research Projects Support Office”.

Scope

ARTICLE 2- (1) This Directive, involves the decrees regarding the activities and studies about providing consultancy and support towards the announcement, training, encouragement, preparation, preliminary evaluation and application of the projects that will be presented, observation, execution, ending, establishment of project culture, presence of an in-between surface in cooperation of the university and industry, providing support in scientific, technical and administrative fields, of nationally and internationally supported projects that aim to increase the research capacity and quality of the University by the Research Projects Support Office which was established under Ankara University Research Deaconate.

Base

ARTICLE 3 29900- (1) This Directive has been prepared on the basis of subparagraph (d) of paragraph (2) of Article 7 of the higher Education Law dated 4/11/1981 and numbered 2547 and the provisions of the Regulation on Higher Education Institutions Scientific Research Projects published in the Official Gazette dated 26/11/2016, numbered 29900.

Definitions

ARTICLE 4- (1) Mentioned in this Directive these below connotes;

- a) Academic Units: Faculties, institutes, schools, vocational schools, state conservatory and application and research centers of Ankara University,
- b) Research Projects Support Office: Ankara University Research Projects Support Office,
- c) Relevant Units: University General Secretariat, Strategy Development Department Directorate, Administrative and Financial Affairs Department Directorate, Personnel Department Directorate, Information Technologies Department Directorate, Circulating Capital Management Directorate, Scientific Research Projects Coordinatorship, External Affairs Coordinatorship, In-Service Training Coordinatorship, Social Contribution Coordinatorship and Legal Consultancy,
- ç) Coordinator: Research Projects Support Office Coordinator,
- d) National projects support unit: The unit in which national projects' (University's R&D, postgraduate, TUBİTAK, relevant Ministry support projects, Development agencies, etc.) project design, project designing support, project execution and monitoring are being followed-up,
- e) National projects support unit: The unit in which international projects' (EU funds like Horizon Europe, ERA-NET, PRIMA, COST and all the other projects supported by international funds etc.) project design, project designing support,

¹ *This text is an English translation of the Turkish legislation. The researchers are responsible from the Turkish version of this directive.

project execution and monitoring are being followed-up,

f) The University: The Ankara University,

g) Project: All the activities that are supported by national and international institutions, whose purpose, scope, aim, outputs, duration, budget, other resources and executors are specified and interconnected with each other,

ğ) The Rector: The Rector of Ankara University,

h) The Senate: The Senate of Ankara University,

ı) The Executive Board: The Board which is constituted by The Research Dean, Deputy Research Dean, Coordinator, Scientific Research Projects (SRP) Coordinator and the Rectorate that will be selected from among the faculty members who have carried out national and international projects and consisting of a maximum of 15 member

PART TWO

The Aims and Fields of Activity of Research Projects Support Office

The Aims of the Research Projects Support Office

ARTICLE 5- (1) The aims of the Research Projects Support Office are as follows:

a) To provide support to the academic staff at national and international research projects activities in accordance with the University's strategic objectives,

b) To inform, to encourage units and researchers about the national and international project proposal calls, to ensure the organization of the trainings needed, to constitute consortium and to provide active and effective coordination and consultancy service at the preparation of the projects,

c) To ensure the preliminary evaluation of the projects prepared by the researchers, to provide support for the preparation and presentation of the projects,

ç) To follow the project announcements, to ensure participation in the project markets, to promote the University at international platforms,

d) To follow-up the statistical data on completed and ongoing projects and to inform the relevant units when necessary.

The Fields of Activity of Research Projects Support Office

ARTICLE 6- (1) The Fields of Activity of the Research Projects Support Office are as follows:

a) To ensure the encouragement of the projects for research and development enhancing the capacity in accordance with the scientific research policies of the university, strategies and thematic field priorities,

b) To monitor national and international project support programs and to effectively announce project proposal calls to the relevant individuals and academic units, to organize informing meetings,

c) To participate in project markets and to support the units in the University form consortium,

ç) To provide technical support during the preparation, presentation and management stages of the project and to organize training programs when necessary,

d) To provide communication and coordination between the related person or groups who are preparing or will prepare projects,

e) To develop joint projects with the participation of universities, industry, private sector and non-governmental organizations and to ensure the sustainability of viable results,

f) To encourage the formation of such research groups by encouraging the planning and execution of interdisciplinary researches,

- g) To ensure the creation of a scientific project database for the monitoring of the projects, measuring and evaluating research performance,
- ğ) To organize activities like seminary, panels etc. with the aim of presenting the good examples of practice,
- h) To increase the social, scientific project activities of the university in terms of quality and quantity,
- ı) To administer the establishment of joint study groups and evaluation of joint study and project proposals that are done to the University by other institutions and organizations,
- ı) To guide undergraduate and graduate students in terms of preparation and/or proposal of scientific projects.

PART THREE

The Administrative Units and the Duties of the Research Projects Support Office

The Administrative Units of the Research Projects Support Office

ARTICLE 7- (1) The Administrative Units of the Research Projects Support Office are as follows:

- a) Research Dean,
- b) The Coordinator,
- c) The Executive Board.

The Coordinator:

ARTICLE 8- (1) Research Projects Support Office, is assigned by the Rector for two years from among the academic staff who have research, application, education or administration experience in project management and works full time at the University. The Coordinator whose duration has ended can be assigned again with the same method. The Coordinator is responsible to the Dean of Research from the works of the Research Projects Support Office.

The Duties of the Coordinator

ARTICLE 9- (1) The duties of the Coordinator are the following:

- a) To represent the Research Projects Support Office,
- b) To organize the works of the Research Projects Support Office,
- c) To make and implement decisions on issues related to the work and management of the Research Projects Support Office,
- ç) To ensure the regular and effective work of all units and personnel involved in the project process carried out in the Research Projects Support Office,
- d) To prepare the annual activity report of the Research Projects Support Office and the work program for the next year and submit it to the approval of the Rector,
- e) To ensure that the correspondences of the announcements about the projects are made,
- f) To ensure the coordination about the informing of the researchers, and the announcements of national, international projects, research support programs, application dates,
- g) To do plans that are enhancing the University-Industry cooperation, to encourage the academic staff and related units to prepare projects within the scope of the requests and proposals that come from industrial organizations and business world,
- ğ) To ensure the organization of meetings such as training conferences etc. for the University staff to prepare and execute projects,
- h) The registering of the projects that are prepared to be supported by the

national or the international institutions and to submit to the signature of the Rectorate providing technical support if it becomes necessary at this stage,

l) To direct the demands that come from Public and private institutions regarding the project management and application processes to the related units of the University,

The Executive Board

ARTICLE 10- (1) It consists of 8 members that will be selected by the Rectorate from among the academic staff that conducted national and international projects The Research Dean, the Coordinator, Scientific Research Projects Coordinator (SRP) and Rectorate. The Secretariat of the Executive Board is run by the Research Projects Support Office Unit.

The Duties of the Executive Board

ARTICLE 11- (1) The duties of The Executive Board are the following:

a) To provide support to the project management, research, development and training activities of the Research Projects Support Office,

b) To do the promotion of the programs related by organizing the related studies regarding the projects that will be presented to the national and international programs, and to provide training, technical, scientific support,

c) To cooperate with relevant people, institutions and organizations in interdisciplinary project studies,

ç) When necessary to propose or take a role in forming working groups and holding informational meetings, taking into account the needs of the university,

d) To increase the research capacity of the university and to develop strategies for the effective use of the scientist and laboratory infrastructure,

e) To determine priorities in parallel with the strengths of the university in science and technology,

f) To plan the annual activities of the Research Projects Support Office and to prepare work plans,

g) To evaluate the annual work report to be prepared by the Coordinator and submit the results of the evaluation to the Rector in the form of a report,

ğ) to provide training, application, research and service production of the office personnel,

h) To decide on the recommendations made by the Coordinator regarding the general operation, layout and administrative personnel of the office.

Basic Principles

ARTICLE 12- (1) the Research Projects Support Office will act within the scope of the basic principles below:

a) Principle of Secrecy: The Research projects Support Office's most basic principle within the framework of "secrecy" is that it acts within the understanding of "secrecy". It cannot do any statements to the third parties about the idea, application or content of the project without the approval of the project application owner. With the "protocol" to be signed with the applicant, the person/persons who can contribute to the project preliminary evaluation or the solution of the specific problem of the applicant can be contacted.

b) Principle of Impartiality: The Research Projects Support Office acts according to the principle of impartiality in the execution of the project-related transactions and in the search for solutions to problems.

PART FOUR
Validation and Execution

Validation

ARTICLE 13- (1) The directive enters into force from the date that it is approved by the Senate of Ankara University.

Execution

ARTICLE 14- (1) The provisions of this Directive are executed by the Rector of the Ankara University.

(*) It was decided upon with the 601/5557 numbered decision which was taken at the March 17 2023 dated meeting of the University Senate.

