

ISTANBUL TOPKAPI UNIVERSITY
SCIENTIFIC RESEARCH PROJECTS DIRECTIVE
FIRST CHAPTER
Purpose, Scope, Basis and Definitions

Purpose and Scope

Article 1 – (1) This Directive has been prepared in accordance with the "Regulation on Scientific Research Projects of Higher Education Institutions" to determine the principles regarding the evaluation, acceptance, support, monitoring, and announcement of scientific, artistic, and design project proposals conducted at Istanbul Topkapi University.

Basis

Article 2 – (1) This Directive has been prepared based on the provisions of the first paragraph of article 4, subparagraph (c) and article 58 of the Higher Education Law No. 2547 dated 4/11/1981 and the "Regulation on Scientific Research Projects of Higher Education Institutions" published in the Official Gazette No. 29900 dated 26 November 2016.

Definitions

Article 3 – In this Directive;

- a) University: Istanbul Topkapi University,
- b) Board of Trustees: The Board of Trustees of Istanbul Topkapi University,
- c) Rector: The Rector of Istanbul Topkapi University,
- ç) Senate: The Senate of Istanbul Topkapi University,
- d) Board of Directors: The Board of Directors of Istanbul Topkapi University,
- e) Scientific Research Project: Projects with scientific content that, upon completion, are expected to contribute to science in their field on a universal or national scale, and to contribute to the technological, economic, social and cultural development of the country, and which may be carried out with the participation of national and/or international institutions or organizations, within and/or outside Istanbul Topkapi University, as well as projects for training scientists and establishing and developing research infrastructure.
- f) Commission: The Istanbul Topkapi University Scientific Research Projects Commission, established to accept, evaluate, support, monitor scientific research projects and carry out other tasks related to scientific research.
- g) Commission Chairman: The Chairman of the Istanbul Topkapi University Scientific Research Projects Commission,
- h) Coordination Unit: The Istanbul Topkapi University Scientific Research Projects Coordination Unit is responsible for carrying out the secretariat services of the Scientific Research Projects Commission, transferring budget allocations to the special account, conducting the work and transactions related to the special account, managing, monitoring, encouraging and coordinating the processes determined by the relevant legislation for projects supported by national and international

organizations in which Istanbul Topkapi University researchers are involved, measuring and evaluating the research performance of Istanbul Topkapi University and carrying out activities related to the determination of research policies, and other tasks that the Commission Chairman will assign regarding scientific research projects, in coordination with the relevant units.

- i) Coordination Unit Coordinator: The person responsible for carrying out the activities of the Scientific Research Projects Coordination Unit on behalf of Istanbul Topkapi University, appointed by the Commission Chairman from among personnel who, regardless of their job title, possess the knowledge and qualifications to carry out activities related to scientific research projects in accordance with the procedure specified in this Directive, and who is accountable to the Commission Chairman.
- j) Spending authority: The Coordinator of the Scientific Research Projects Coordination Unit, who has the authority and responsibility to make expenditures from the special account.
- k) Spending Authority Representative: The person or persons assigned in writing by the spending authority for each project, who are responsible to the spending authority for expenditures limited to advances given to them from the special account for the purchase of goods and services or credits opened in their name, who are obliged to submit the relevant documents to the accounting authority regarding the offsetting of these expenditures and to return the remaining amount,
- l) Classification of expenditures: Tracking expenditures made from amounts transferred to the special account in accordance with the economic coding system of the analytical budget classification,
- m) Implementation Officer: Individuals appointed by the spending authority to carry out tasks such as commissioning work, purchasing goods or services, handling receipt procedures, documenting, preparing and verifying necessary documents for payment in expenditures made under a special account, upon the instruction of the spending authority.
- n) Accounting unit: The unit responsible for the accounting operations of Istanbul Topkapi University.
- o) Accounting officer: The officer responsible for the management of the accounting unit and for reporting to the relevant authorities.
- p) Special account: The bank account to which the funds allocated for scientific research projects in the Istanbul Topkapi University budget for scientific and technological research services are transferred by being accrued from the current or capital economic codes, as appropriate;
- q) Project leader: The faculty members and researchers affiliated with the institution who propose the project and are responsible for its preparation and execution;
- r) Researcher: The researcher included in the project team by the project leader in order to carry out the scientific research project;
- s) Project team: The project leader and researchers,
- t) Project evaluation expert: An evaluator/reviewer from within or outside Istanbul Topkapi University who is an expert in the field of scientific research projects and holds at least a doctoral degree,

- u) YÖKSİS: The common database of the Council of Higher Education,
- v) Scholarship recipient: A student in a thesis-based master's or doctoral program who will be assigned with a scholarship within the scope of scientific research projects carried out in higher education institutions, refers to the teaching staff, undergraduate and graduate students studying related to the project subject, and individuals assigned to the project due to their expertise after completing their education.

SECOND CHAPTER

Scientific Research Projects Commission and Coordination Unit

Scientific Research Projects Commission

Article 4 – (1) A commission consisting of at least seven academic staff/administrative personnel appointed by the Rector upon the recommendation of the Senate is established to carry out the duties specified in this Directive, chaired by a Vice-Rector appointed by the Rector. The members of the commission are appointed for four years, considering the balance between the scientific disciplines in the higher education institution. The chairman and commission members whose term of office has expired may be reappointed in the same manner.

(2) If it is determined that the Chairman and members of the Commission have not fulfilled their duties, powers and responsibilities, they may be dismissed by the Rector before the end of their term of office, in accordance with the procedure followed in their appointment.

(3) The Commission shall meet with a simple majority upon the call of the Chairman of the Commission. Decisions shall be taken by open voting and by majority vote. In case of a tie, the vote of the Chairman of the Commission shall be decisive.

(4) The Chairman of the Commission selects one of the members as his deputy, and when he is not present, his deputy chairs the Commission.

(5) The Commission shall perform the following duties, powers and responsibilities:

- a) Preparing the project application calendar,
- b) Determining the types of projects to be supported and the principles of implementation,
- c) Determining the procedures and principles regarding the submission, evaluation, execution, monitoring and finalization of project applications,
- d) Preparing the forms to be used regarding the projects,
- e) Determining the support limits to be provided for researchers and projects,
- f) Preparing the project protocol to be used for projects decided to be supported,
- g) Evaluating and deciding on project applications, sending project proposals to evaluators or referees when deemed necessary and deciding whether the project will be supported by evaluating the submitted reports,
- h) Evaluating the interim reports received from project coordinators covering the relevant period of the ongoing projects,
- i) Evaluating and deciding on requests for additional time, additional budget and all other requests from project coordinators,
- j) Examining project activities on-site and/or having them examined by experts when deemed necessary, changing project coordinators and canceling projects,
- k) Deciding on necessary sanctions in cases of violation of the Directive and project protocol articles,
- l) Fulfilling other duties assigned by the Rector within the scope of the relevant legislation.

Coordinator of the Scientific Research Projects Coordination Unit

Article 5 – (1) The Coordination Unit Coordinator is the person responsible for carrying out the unit's activities on behalf of the University. The Coordination Unit Coordinator is appointed by the Commission Chairman from among the commission members and is accountable to the Rector.

Duties of the Coordination Unit Coordinator

Article 6 – (1) The Coordinator of the Coordination Unit performs the following duties:

- a) Organizing and carrying out the programs and activities of the Coordination Unit in accordance with the relevant legislation, directives and Commission decisions,
- a) Preparing announcements and handling correspondence related to projects,
- b) Preparing the agenda for commission meetings,
- c) Acting as rapporteur at commission meetings,
- d) Ensuring communication and coordination in the activities of the Coordination Unit and the Commission,
- e) Submitting periodically written reports to the Rector and the Vice-Rector assigned by the Rector regarding the work of the Commission and the Coordination Unit,
- f) Appointing an implementing officer for project procurement processes,
- g) Ensuring the transfer of data to YÖKSİS regarding supported, ongoing and completed projects at the end of each year and submitting a report to the Rectorate for public announcement.

(2) In the implementation of this Directive, the Coordination Unit Coordinator:

- a) Determines the Commission meeting dates and prepares the meeting agenda.
- b) Organizes all project activities in accordance with Commission decisions and notifies the relevant units.
- c) Ensures the execution and coordination of administrative and financial transactions related to the projects.
- d) Organizes the submission of project applications to evaluators or referees prior to the evaluation by the Commission.
- e) Coordinates the communication and correspondence between project coordinators, evaluators or referees and the applied institutions.
- f) Prepares progress reports containing activities such as project developments and budget utilization and submits them to the Rector and the Vice Rector appointed by the Rector.

Coordination Unit Deputy Coordinator

Article 7 – The Deputy Coordinator of the Coordination Unit is a staff member with at least a bachelor's degree who assists the Coordinator of the Coordination Unit in carrying out the unit's activities. They are appointed by the Commission Chairperson upon the recommendation of the Coordination Unit Coordinator.

Duties of the Assistant Coordinator of the Coordination Unit

Article 8 – The Assistant Coordinator of the Coordination Unit assists the Coordinator of the Coordination Unit in fulfilling the aforementioned duties, as well as ensuring the effective, efficient, and speedy delivery of services by maintaining coordination within the unit, and undertaking other duties and responsibilities required by the tasks assigned by the coordinator.

THIRD CHAPTER

General Principles Regarding Scientific Research Projects

Application and Evaluation

Article 9 – (1) The application and evaluation schedule for scientific research projects is determined and announced by the Commission. Project applications are made using a project application form that includes detailed information on the rationale, methodology, originality, widespread impact/added

value, work schedule, and budget breakdown of the project.

(2) Project applications are subject to a preliminary review by the Coordination Unit Coordinator in terms of form, and any deficiencies are corrected. Projects that pass the preliminary review are examined by the Commission, and if deemed necessary, opinions are obtained from experts within and/or outside the University regarding the project.

(3) Considering the evaluations from experts, the Commission accepts, rejects, or decides on revisions to the project. If the project is accepted, it proposes the amount of support that can be given to the project to the Rectorate. If the Rectorate deems it appropriate, it finalizes the project support with the approval of the Board of Trustees.

(4) Project leaders with unfinished projects that have expired cannot apply for any new project or serve as researchers in new projects until they successfully complete their current project. (3) The number of projects in which researchers can simultaneously serve as project leaders or researchers will be determined and announced by the Commission.

(5) Applications for support for postgraduate thesis projects are made after the thesis advisor is appointed by the authorized bodies of the relevant institute or unit. Thesis studies that have exceeded their normal duration are not eligible for support.

(6) Obtaining the necessary approvals and permits from the ethics committee and/or authorized authorities for projects that require legal permission is the responsibility of the project leader.

Project Types

Article 10 – (1) Research projects defined below are supported by the Commission. The Commission may make changes to the scope of these projects; discontinue those it deems necessary and/or create new project types. The Commission is responsible for ensuring that the project types to be implemented comply with the definition of a scientific research project and the legislation. The Commission decides which project types will be supported and their budgets in the relevant year.

a) Infrastructure Projects (AYP): These aim to strengthen or develop the university's scientific research, education, technology, and social infrastructure. These are projects proposed on behalf of the Rectorate, Deanery, School, Institute, or Research and Application Center in accordance with scientific research criteria, taking into account the primary goals and requirements of the university and its academic units.

b) Graduate Thesis Projects (LTP): These are projects carried out by a thesis advisor to support master's and doctoral theses conducted at the university. Thesis projects are submitted together with advisors, co-advisors (if any) and the relevant students. In this project type, multiple thesis studies can also be submitted as a combined thesis project.

c) General Research Project (GAP): These are projects prepared by university faculty members and researchers who have completed their doctorate or specialty training in medicine, dentistry, pharmacy, and veterinary medicine or proficiency in art.

d) University-Industry Cooperation Projects (USIP): These are projects aimed at implementation and product development, jointly submitted by non-university institutions or organizations and university units or researchers who have completed their doctorate or specialty training in medicine, dentistry, pharmacy, and veterinary medicine or proficiency in art, with budgets covered by the university and/or non-university organizations.

e) Student-Oriented Project (OOP): These are projects supported to develop the project writing and research skills of university students, prepared by associate/undergraduate students and submitted under the supervision of a coordinating faculty member who assumes responsibility.

f) Complementary Support Projects (TDP): These are support projects aimed at providing complementary resource transfers to faculty members who bring permanent resources as project coordinators from national non-university sources such as TUBITAK, Ministries, Local Governments,

Development Agencies, Industry, and Public institutions or from international research institutions in the EU and other foreign countries. In accordance with budget possibilities and by Commission decision, cash support can be provided as a participation requirement, not exceeding thirty percent of the project budget.

g) Priority Area Projects (OAP): These are original projects with expected high impact value, supported in priority areas determined by the Commission, also taking into account the priority areas determined by the Science, Technology, and Innovation Policies Board.

h) International Partnership Project (UOP): These are projects supported for research to be conducted in Turkey through joint project studies with any public or private institution and university based abroad that has signed a protocol with Istanbul Topkapi University.

i) Multi-Disciplinary Research Projects (CDAP): These are multi-disciplinary and multi-stakeholder research projects that can be supported with a higher budget than other research projects, in line with the university's strategic plan and the country's priority needs in science and technology. Projects supported within this scope must be carried out with the cooperation of two different units of the university and be oriented towards multi-disciplinary research.

j) Guided Projects (GDP): These are projects that the Commission will have prepared by scientists who are experts in the field or will be supported through a call for proposals by determining the subject and conditions, in order to conduct research on issues of importance to the university and/or the country.

k) Career Starting Support Projects (KBDP): These are projects aimed at supporting the research of university academic staff who have completed their doctorate or specialty training in medicine, dentistry, pharmacy, and veterinary medicine or proficiency in art/equivalent specialty training, who serve in academic positions other than Associate Professor and Professor and who have not previously served as a coordinator in any research project supported by funding.

Evaluation of Projects

Article 11 – (1) Project proposals submitted to the Coordination Unit are subjected to a preliminary evaluation to determine whether they meet the necessary conditions. Project proposals that meet the requirements during the preliminary evaluation phase are submitted to the Commission for evaluation by the Coordination Unit Coordinator. Project proposals that do not meet the necessary conditions are returned to the relevant applicant with a statement of reasons.

(2) Project proposals that are evaluated may be decided directly by the Commission, taking into account the type of project, or, for projects deemed necessary, they may be sent to evaluators/reviewers whose number and qualifications are determined by the Commission. Members of the project team cannot be assigned as evaluators/reviewers in the relevant project.

(3) The Commission decides whether to support the project by considering any evaluator/reviewer reports, the academic performance of the project team regarding their previous activities, and outputs such as scientific publications and patents produced within the scope of the projects they have carried out. The Commission may request assistance from experts on the subject matter if deemed necessary at all stages of the evaluation process.

(4) Commission members cannot participate in the voting for the evaluation of projects in which they are involved.

(5) The Commission may call the project leader for an oral presentation if it deems necessary during the evaluation of the submitted projects.

(6) In externally funded projects that have been accepted for support at the end of the evaluation process, the project leader may apply to the Commission with the project proposal submitted to the external sources, the document confirming the acceptance of the proposal, the details of the budget accepted by the external source, and the Istanbul Topkapi University Scientific Research Projects Supplementary Support Research Project proposal for the necessary supplementary support amount

for the execution of the project and for participation. The justification for the supplementary support must be explained in detail in the application. The amount of supplementary support cannot exceed thirty percent of the project cost and the maximum support amount for research projects supported by the University.

Principles to be Considered in Selecting Scientific Research Projects

Article 12 – (1) Scientific research projects are evaluated and selected by giving priority to topics related to each scientific discipline for which Istanbul Topkapi University has expert personnel; topics that are in line with national science and technology policies, the country's development plan objectives, and the science policies determined by the Science, Technology and Innovation Policy Board or the Istanbul Topkapi University Board of Directors. It is essential that scientific research projects contribute to science, the technological, economic, social, artistic, and cultural development and progress of the country.

(2) In the selection and support of scientific research projects, priority may be given to projects that are fundamental sciences in nature, have application-oriented results, are multi-participatory, multi-center, inter-institutional, international, and interdisciplinary in terms of their resources and activities, taking into account projects announced, completed, and ongoing by higher education institutions in YÖKSİS. Postgraduate thesis research may also be supported within the scope of scientific research projects.

(3) The Commission is responsible for ensuring that the supported projects comply with the principles set forth in this article.

(4) In the evaluation and selection of projects, the following criteria are taken into consideration, along with the issues specified in Article 6 of the Regulation on Scientific Research Projects of Higher Education Institutions: whether the project proposals are original, their feasibility, the contribution of the project to science and practice, the previous projects of the project leader and the publications he/she has made from these projects, the publications of the project leader in well-known journals indexed in SCI, SSCI, AHCI etc., the number of citations to his/her publications, any publications related to the subject of the project, the financial profile of the project and its realism, and the detailed expenditure plan (equipment, personnel, materials, travel expenses etc.).

Fees to be Paid to Experts Who Will Evaluate the Project

Article 13 – (1) Before the acceptance of scientific research projects, the expert assigned to the project evaluation may be paid a fee in an amount determined by the Commission, taking into account the nature of the projects.

(2) The number of expert fees to be paid to a person under this article cannot exceed four in a calendar year.

FOURTH CHAPTER

Acceptance, Execution, and Completion of Scientific Research Projects

Project Protocol

Article 14 – (1) For projects approved for funding, a protocol detailing the project is prepared by the Project Manager and the Commission. Implementation of the project depends on the Rector or the Chairman of the Commission approving the protocol in writing. The Project Manager is obligated to comply with the provisions of this protocol.

(2) The date the protocol is signed by the Chairman of the Commission is considered the project's start date. In cases where the Project Manager is unable to sign the protocol due to force majeure, such as

being on duty or on sick leave abroad, the protocol will be signed by one of the researchers authorized by the Project Manager.

(3) Project managers whose projects are approved are required to submit the required documents and materials, as determined and announced according to the project type, to the Coordination Unit. No expenses will be incurred by the Coordination Unit for projects for which the requested documents and materials are not submitted.

(4) Projects for which the project protocol is not signed within one month and/or work is not started within six months at the latest, due to reasons attributable to the Project Manager without a valid legal excuse, will be cancelled.

Project Interim Reports

Article 15 – (1) Project managers are obliged to submit interim reports, including the work and progress made within the scope of the project, to the Coordination Unit in a format to be announced by the Commission, within six-month periods from the contract date, and no later than one month after the end of the period.

(2) The Commission may change the deadlines and conditions for submitting interim reports according to the type and characteristics of the project. Interim reports are evaluated by the Commission. The Commission may complete the evaluation process by consulting evaluators/reviewers if deemed necessary.

(3) The continuation of financial support for subsequent phases of the projects is subject to the positive opinion of the Commission.

(4) The periods and deadlines for submitting reports on the allocation of resources to projects are determined by the Commission, considering the project contracts.

Project Result Report

Article 16 – (1) The project leader shall submit a final report containing the research results, prepared in accordance with the format determined by the Commission, within a maximum of three months following the completion date specified in the protocol. In postgraduate thesis projects, if the thesis has been completed, an electronic copy of the thesis approved by the relevant units shall also be accepted as the project final report. Additionally, any publications produced within the scope of the project shall be included.

(2) Reports and theses that do not include a statement indicating that the study was supported by the Commission will not be considered for evaluation.

(3) The final reports shall be evaluated by the Commission, and a decision shall be made as to whether the project is deemed successful.

(4) The Commission may complete the evaluation process by consulting evaluators/reviewers if deemed necessary.

Publication of Project Results

Article 17 – The principles and guidelines for transforming information obtained from supported

projects into scientific publications, presentations, patents, etc., are determined and announced by the Commission. The Commission may amend these principles, remove those it deems necessary, and implement new principles.

Article 18 – (1) In all publications produced within the scope of projects supported by the Commission, it is mandatory to include a statement such as “This work has been supported by Istanbul Topkapi University Scientific Research Projects Commission under grant number #xxxxx.” or a statement with a similar meaning. However, the status of publications in which this statement cannot be included due to compelling circumstances beyond the researchers' control will be evaluated and decided upon by the Commission.

(2) It is mandatory to submit a copy of the publications produced within the scope of projects supported by the Commission.

Copyrights, Intellectual and Industrial Property Rights, and Project Outputs Madde 19 – (1) Copyright, intellectual and industrial property rights of scientific results obtained from projects belong to the University. These rights may be transferred, in whole or in part, to the authors by a decision of the University Board of Directors.

(2) It is mandatory to notify the Coordination Unit of all outputs produced/obtained from the results of studies conducted within the scope of projects supported by the Commission, such as patents, utility models, inventions, products, designs, licenses, company formations, or publications. The University may claim ownership rights over inventions, designs, and utility models that arise within the framework of relevant laws and regulations. (3) In the event of the emergence of an income-generating patent, invention, or product, the distribution of the resulting income will be carried out in accordance with the principles determined by the University Board of Directors. If there is a regulation in the relevant legislation regarding the rates to be paid to the rights holders, the provisions of the relevant legislation will be applied.

(4) The project leader is obliged to deliver all elements obtained/developed during the research process/results, including data, information, documents, software, materials, samples, specimens, results, etc., to the Commission upon request, both during the project's execution phase and for five years after its completion.

(5) The Coordination Unit may publish/have published the results and/or data of the completed projects, in whole or in part, in printed or electronic form, in accordance with the principles determined by the Commission and the open access legislation valid in the University.

Project Duration and Completion

Article 20 – (1) It is essential that projects are carried out in accordance with the work schedule and budget plan approved by the Commission. Scientific research projects are completed within a maximum of thirty-six months, including extensions. Upon a reasoned request from the project leaders, the Commission may grant an extension, provided that the thirty-six-month period is not exceeded. Requests for extensions must be made at least one month before the completion date specified in the project protocol.

(2) The deadlines given for postgraduate thesis projects may be extended to include the legal extensions granted for theses by the competent authorities. However, financial support for postgraduate thesis projects is limited to the normal study periods determined in the relevant postgraduate education and training legislation.

(3) Whether or not extensions will be granted, and/or the extensions that may be granted, will be determined and announced by the Commission according to the project types.

Project Budget and Implementation Guidelines

Article 21 – The amount of support to be provided according to project types is determined and announced annually by the Commission. The Commission may impose limitations on commonly requested items such as computers, printers, consumables, photocopiers, travel, and service procurement.

Article 22 – Projects are primarily completed according to the budget and expenditure plan approved by the Commission. Changes to the expenditure plan, where necessary, are decided by the Commission upon a reasoned request from the project implementer. Upon a reasoned request from the project implementer, the Commission may decide on additional budget allocations for projects, up to a maximum of 50% of the project budget. Requests for additional budget allocations must be submitted at least one month before the completion date specified in the contract.

Article 23 – The project manager may request justified budget transfers for machinery and equipment, consumable goods and materials, services, and other items for the project duration. These requests will be decided upon by the Commission. To cover travel expenses for research or conference/congress/symposium participation, it is mandatory that the relevant travel budget be included in the project application and approved by the Commission.

General Provisions

Article 24 – Movable assets purchased with the support of the Project Coordination Unit are recorded in the University's inventory. These assets remain under the control and use of the project managers until the completion of the relevant project. Project managers are responsible for their protection, maintenance, and repair. Specialized machinery and equipment belonging to completed projects are available for use by all researchers at the university who need them. The Commission is authorized to make such machinery and equipment available for use in a shared area, to reclaim them for use in other projects, or to take other actions it deems necessary.

Article 25 – In projects requesting book acquisitions, it is mandatory to obtain a letter of approval from the University Library confirming that the requested books are essential project materials and that their acquisition is necessary. After the acquisition, the books are registered as fixed assets with the University Library, then handed over to the project leader and returned to the library upon completion of the project.

Article 26 – The project manager is required to retain all project records and data for a period of five years from the date of project completion.

Article 27 – The Commission may make changes to the project team if it deems necessary or if it finds the project manager's reasoned request justified. In case of health problems or unforeseen circumstances, the Commission may suspend the work for up to twelve months, which will not be counted towards the normal project duration.

Article 28 – Students pursuing thesis-based master's or doctoral programs at the university may be employed as scholarship recipients in scientific research projects. The amount of scholarship to be paid to scholarship recipients will be determined annually by the Higher Education Council Executive Board, considering the upper limits set by the Commission, and published in the implementation guidelines for the relevant year.

Article 29 – Under the relevant law, postdoctoral researchers may be employed on a contractual basis for a maximum of three years, provided they remain within ten years of completing their doctoral/medical, dental, pharmaceutical, and veterinary medicine specialization/artistic proficiency training. The gross salary to be paid to postdoctoral researchers employed on a contractual basis will be published by the Commission in the implementation guidelines of the relevant year, taking into account the upper limits determined annually by the Executive Board of the Council of Higher Education.

Article 30 – If, during or after the implementation of a project, it is determined that there has been a violation of scientific ethics or that financial resources have been used in a manner contrary to ethical principles, the project will be cancelled by a decision of the Commission, and the sanctions in Article 37 will be applied. In case of a repeat offense, these individuals will no longer be eligible for support under scientific research projects. The same procedure applies if project data is used in a manner contrary to ethical rules after the project has been completed.

Article 31 – If a project, which is examined/reviewed directly by the Commission where deemed necessary, fails to demonstrate the progress foreseen in the application without an acceptable justification, or is not carried out in accordance with its purpose, or if the project leader leaves the project without transferring the project leadership to a researcher approved by the Commission, the project will be cancelled by a decision of the Commission. In this case, the sanctions in Article 37 will be applied.

Article 32 – In cases where the work becomes impossible due to force majeure events such as health problems or legal obligations, or other compelling circumstances that arise without negligence on the part of the project team and are deemed appropriate by the Commission, the Commission may decide to make corrections to the project content, change the project team, or cancel the project. In the event of project cancellation, all purchased goods and materials shall be returned to the Coordination Unit. These materials may be allocated by the Commission to the relevant researchers or to units or departments deemed appropriate for use in other research projects.

Article 33 – Graduate students whose failures lead to the cancellation or incompleteness of their projects will not be eligible for graduate thesis project funding during their studies.

Article 34 – If the interim project report is delayed for more than one month without a valid excuse accepted by the Commission, the project managers' work on the project will be suspended until the report is submitted. If the interim report is not submitted within the maximum period determined by the Commission despite a warning, the project work will be cancelled and the sanctions in Article 37 will be applied.

Article 35 – (1) All operations related to projects undertaken by project managers who fail to submit the project final report within the deadline will be suspended until the report is submitted and decided upon by the Commission. If the final report is not submitted within one month despite a warning, without a valid excuse accepted by the Commission, the project work will be cancelled and the sanctions in Article 37 will be applied.

(2) Project managers whose final report is deemed insufficient (unsuccessful) will not be granted any new project support for a period of two years. However, for projects with insufficient final reports, additional time may be granted, upon the request of the project managers and with the approval of the Commission, to redo some work or to revise the final report. However, the total of the additional time granted, and the previous time used for the project cannot exceed thirty-six months.

Article 36 – Within the scope of projects, the Coordination Unit will not provide duplicate support for

any type of assistance provided by university units or other institutions, such as travel, conference/congress/symposium participation fees. If it is determined that this principle has been violated, the costs of the expenses incurred will be recovered from the researcher with legal interest, and the researcher will be barred from receiving support for scientific research projects for a period of two years.

Article 37 – As a sanction, the project manager whose project is cancelled by the Commission's decision, and the person(s) who violated the rules, will be barred from receiving support for scientific research projects for a period of two years. Purchased equipment that is in usable condition and free from problems or malfunctions will be returned. Otherwise, the cost of this equipment, along with all other expenses, will be recovered from the project manager with legal interest.

Article 38 – In matters not specified in this directive, the provisions of the "Regulation on Scientific Research Projects of Higher Education Institutions" and general legislation shall apply.

Principles Regarding the Use of Revenues and Appropriations

Article 39 – (1) The following principles are observed when scientific research projects are carried out from a private account:

- a) No expenditures can be made from the funds allocated in the Istanbul Topkapi University budgets for scientific research projects by recording them as budget expenses. Such expenditures shall be carried out from the special account.
- b) Amounts transferred to the special account and expenses related to projects shall be accounted for by using activity income and expense accounts, and asset or liability accounts as appropriate, without being associated with the Istanbul Topkapi University budget accounts.
- c) Expenditures made from the amounts transferred to the special account are classified in accordance with the economic coding system of the analytical budget classification and are monitored in the records of the Coordination Unit.
- d) Regarding expenditures for the procurement of goods and services, excluding purchases made by receiving advance payments from the special account, the provisions of the "Decision Regarding Tenders to be Held within the Scope of Subparagraph (f) of Article 3 of the Public Procurement Law No. 4734 by Higher Education Institutions," put into effect by the Council of Ministers Decision dated 1/12/2003 and numbered 2003/6554, shall apply.
- e) Amounts transferred to the special account shall not be associated with other bank accounts opened by the Strategy Development and Planning Department of higher education institutions.

Use of Funds

Article 40 – (1) The amounts monitored in the special account are used to cover the expenses of contracted personnel required for scientific research projects, expert salaries, travel and service procurements, purchases of consumables and materials, purchases of machinery and equipment, and other expenses necessary for scientific research projects, as well as scholarships to be given to students in thesis-based master's and doctoral programs assigned within the scope of the projects, and the expenses of contracted personnel to be employed as postdoctoral researchers within the scope of Article 34 of Law No. 2547, for a period limited to the project duration. (2) Expenses related to scientific research projects that accrue after the signature of the implementing officer are paid from the special account upon the instruction given by the expenditure authority to the accounting unit, and by the accounting authority to the bank.

(3) Unless the employment of personnel is foreseen in the approved project plans, personnel cannot be employed from the special account in scientific research projects, and no payments can be made for this purpose.

(4) Unused funds transferred to the special account from projects included in the previous year's investment program but not included in the current year's investment program may be transferred to projects in the technological research sector in the current year's investment program, with the approval of the Rectorate.

(5) For domestic travel by private vehicle necessary for projects requiring excavation, field work, and similar field studies, fuel expenses may be covered within the limits determined by the Commission.

(6) In cases where the work is completed before the specified time or it is understood that it cannot be completed, the offsetting will be done without waiting for the periods specified in this Directive. All invoices or similar documents included in the offsetting document, or a summary list of these documents, shall be signed by the project manager and/or the researcher, if any, with the annotation "Market price research has been conducted and the specified movable goods have been inspected and accepted and received in full and without defects."

(7) The spending authority for the projects is the Coordinator of the Scientific Research Projects Coordination Unit.

(8) The expenditure status and account summary of the funds transferred to the special account are submitted to the Rectorate by the Coordination Unit on a project basis during the last week of June and December each year.

(9) All equipment, fixtures, and movable property acquired within the scope of the projects are assigned to the project manager after registration. Goods and materials intended for consumption are given directly to the project manager for use after a delivery receipt is issued.

(10) At the end of the project, the Rectorate may use the acquired equipment and fixtures in any way and place it deems appropriate.

(11) Unless personnel employment is foreseen in the projects approved for support, personnel cannot be employed from the special account. No payments can be made for this purpose.

(12) After the project is completed, any remaining funds in the project cannot be used.

Scholarship Application Requirements

Article 41 – (1) The following conditions are required of scholarship recipients:

- a) Residing in Turkey,
- b) Being under forty years of age,
- c) Not working in any institution or workplace,
- d) Not being a scholar of a TUBITAK national graduate scholarship program during the same period,
- e) Not being a scholar in another project during the same period.

Principles to be Followed in Scholarship Recipient Selection

Article 42 – (1) Scholarships are awarded to graduate and doctoral students in thesis-based programs assigned within the scope of the project, without being subject to the provisions of the Law No. 5102 dated 3/3/2004 on Granting Scholarships and Loans to Higher Education Students.

(2) The upper limit of the scholarship amount is determined by the Commission, not exceeding 50% of the monthly scholarship amount paid to graduate and doctoral students in thesis-based programs according to Law No. 5102.

(3) The scholarship amount is determined by the Commission, taking into account the insurance premiums to be paid due to the insurance under Article 5, paragraph 1, subparagraph (b) of the Social Security and General Health Insurance Law No. 5510 dated 31/5/2006, within the upper limit.

(4) The scholarship amount determined for the scholarship recipients is paid from the project budget in the month following the month of assignment, after deducting the Social Security premium, the payment obligation of which is fulfilled by the Higher Education Institution.

Principles to be Followed in Scholarship Payments

Article 43 – (1) The following principles are observed in scholarship payments:

- a) The upper limit of the scholarship amount cannot exceed the amount to be determined by the Commission.
- b) Scholarship payments are paid from the project budget within the month following the signing of the project contract.
- c) The scholarship payment period is a maximum of 12 months for master's students and a maximum of 18 months for doctoral students.
- d) Scholarship payments are made to a maximum of two scholars in one project; in case of resignation, the appointment of a new scholar under the same conditions is at the discretion of the Commission.
- e) A scholar cannot take part in more than one project at the same time.
- f) It is not possible to increase the number of scholars after the project has come into force.

Responsibility

Article 44 – (1) The project manager is responsible for carrying out the project in accordance with this Directive and other relevant legislation, in terms of scientific, technical, administrative, legal and financial aspects. The project manager and other project staff are obliged to compensate for any damages arising from the ineffective and inefficient use of the project budget in accordance with the project objectives, to the extent of their fault.

Expenditure Documents and Their Preservation

Article 45 – (1) Documents relating to all transactions and expenditures related to scientific research projects are kept in accordance with general provisions and are ready for inspection.

Special Accounting Period and Transfer

Article 46 – (1) The term of the special account is the calendar year.

(2) If any of the amounts transferred to the special account are not available for use in relation to a scientific research project, those amounts may be used to finance other scientific research projects.

(3) Any remaining amounts in the special account at the end of the period are carried over to the following year.

FIFTH CHAPTER

Miscellaneous Matters

Cases Not Covered by the Directive

Article 47 – (1) In cases not covered by this Directive, the provisions of the Higher Education Law No. 2547, the Regulation on Foundation Higher Education Institutions, the Regulation on Scientific Research Projects of Higher Education Institutions, the University Main Regulation, the Procurement and Tender Legislation to which the University is subject, and other relevant legislation, as well as the decisions of the Higher Education Council, the Board of Trustees and the Rectorate shall apply.

Force

Article 48 – (1) This Directive shall enter into force after the decision of the University Senate and approval of the Board of Trustees.

Executive

Article 49 – (1) The Rector of Istanbul Topkapi University shall execute the provisions of this Directive.

Appendix 1. Documents that Researchers Whose Project Support Requests Have Been Accepted Must Submit to the Scientific Research Projects Coordination Unit.

The documents that must be submitted to the Coordination Unit according to the project types are defined below. For projects to be initiated, it is mandatory to submit the necessary documents to the Coordination Unit and for the Project Protocol to be approved by the relevant Vice Rector. Contract files are submitted to the Coordination Unit and presented by the Unit to the Vice Rector for approval.

Approval is sought from the Vice Rector.

A. Required Documents for All Project Types

1. **Protocol File:** The relevant sections shall be filled out by the project coordinator. The protocol must be submitted to the Coordination Unit signed by the project coordinator and other relevant signatories, if any.
2. **Ethics Committee Approval Certificate:** For projects where required, the original certificate or a copy approved by the authorized bodies must be submitted.
3. **Proforma Invoices or Quotation Letters:** The originals of the proforma invoices uploaded to the system during the project application stage must be submitted to the Coordination Unit. The documents must be stamped and signed by the company and addressed to the Coordination Unit.
4. **Technical Specification File:** A printout of the technical specification file approved by the Commission must be submitted with each page signed by the project coordinator, and the last page signed by specifying the project coordinator's title, full name and date. In case of necessity in the later stages of the project, it is possible to update the technical specifications with the knowledge of the Coordination Unit, provided that the content of the approved budget item is strictly followed. In this case, the signed printouts of the updated technical specification files must be submitted to the Coordination Unit. It is mandatory to have technical specifications for all requested goods, materials and services to be purchased, excluding travel. The technical specification file must be prepared in accordance with the principles specified in Annex-3.

B. Documents that Scholarship Recipients must Submit

1. At the start of the project and during each registration period, students must submit their educational documents to the Coordination Unit.
2. Scholarship Student Information Form approved by the project manager.

3. Declaration Form to determine the scholarship recipient's insurance status.

Appendix 2. Explanations Regarding Expenditure Transactions

A. General Considerations

1. All expenditure transactions are handled by the Coordination Unit. If the Spending Authority does not find the offers received from companies by the Project Manager suitable, it may cancel the purchase using its legal authority and collect new offers.
2. In order to carry out procurement transactions within the scope of the project, a Procurement Request Form specifying the goods and services to be purchased must be created and a printed copy with a wet signature must be submitted to the Coordination Unit.
3. Payment of travel expenses can only be made within the framework of the procedures specified in the Directive and Implementation Principles. It is not possible to make payments for the expenses of travel undertaken by researchers without completing the necessary preliminary procedures.
4. The budget amounts included in the travel expense item in the approved project plan cannot be transferred to the purchase of another good or service.
5. No payments can be made within the scope of projects for which the final report has been submitted and decided upon by the Commission.
6. It is not possible to make expenditures for any good or service not included in the approved project budget plan. Changes to expenditure items due to compelling reasons are only possible with the approval of the Commission.
7. Approved budgets are only for the procurement of goods or services specified in the project plan, and there is no obligation to spend the entire budget for projects. Therefore, obtaining these goods or services at a lower price does not give project managers the right to make additional requests.
8. Researchers should only sign delivery receipts or invoices after receiving the goods or services in full. Researchers who sign these forms or documents without receiving all products, either on their own initiative or relying on the commitments of the companies, incur legal liabilities. Therefore, researchers are responsible for any damages that may arise in such cases.
7. It is against the law for researchers to be offered products or services other than those specified in official documents as part of the procurement process, and such conditions give rise to legal liability.
8. Researchers are responsible for the specifications of the purchased goods or services according to the qualities offered by the companies.

B. Matters Regarding Domestic and International Temporary Assignment Allowances

Travel related to project research is processed according to the Higher Education Law No. 2547. However, explanations regarding reports supporting travel under certain support programs are provided under separate headings. According to financial regulations, no payments can be made for travel that does not comply with the following principles.

1. Researchers must submit a Travel Expense Request to the Coordination Unit to utilize the travel support approved by the Commission. Additionally, a printed copy of the Travel Expense Request, signed, along with the conference invitation letter and abstract (if applicable), and a work plan (if fieldwork is to be conducted), must be submitted to the Coordination Unit.
2. The researcher applies to the relevant department/unit for assignment with the Travel Expense Approval to be obtained from the Coordination Unit.

3. It is mandatory to obtain the relevant unit/department Board Decision and the Rectorate assignment approval document before the travel date.
4. After the trip, the following documents must be submitted to the Coordination Unit:
 - a. Domestic/International Temporary Assignment Travel Allowance Notification
 - b. Expense documents in accordance with the legislation for transportation, participation fees, etc.: The purpose of the trip, the date range, the destination, the expenses to be covered within the scope of the relevant project, the mode of transportation (bus, train, plane, etc.), etc., and all necessary details must be clearly stated in the Board decision or assignment letter.

Appendix 3. Some Points to Consider When Preparing Technical Specifications

1. The provisions and requests included in the technical specifications must be clear and precise, leaving no room for doubt, misunderstanding, or contradiction between requests.
2. Technical specifications should cover the products of at least 2 (two), and preferably more, manufacturers, thus creating a competitive environment. Technical specifications should not define a specific brand, model, patent, origin, source, or product, and should not include features and descriptions directed towards a specific brand, model, or company. However, in cases where national and/or international technical standards do not exist, or it is not possible to determine the technical specifications, or if a part or parts of an existing device are requested, the brand or model may be specified, provided that the phrase "or equivalent" is included.
3. To avoid doubts regarding the identification of the part and its integration into the main product in spare part purchases, the technical specifications may be prepared by specifying the brand and model of the main product for which the spare part is needed, in order to define the subject of the tender.
4. The technical specification should not define the required material at very different quality levels and/or contain provisions that would reduce the material quality.
5. The expected performance, operating conditions, place of use, and purpose of the material for which the technical specification is being prepared should be clearly stated, and functional requirements should be written. If applicable, the requirement for compatibility with other devices/components with which the material will be used should also be included.
6. Tolerances should be given for technical criteria expressed numerically in the technical specification. Tolerance should be given by determining the amount that will ensure the required precision for that feature, in the form of "at least...", "at most...", "or", "+/-...".
7. The units of measurement in the technical specifications should conform to the International System of Units of Measurement.
8. The specifications requested in the technical specifications should be numbered or listed in a table.
9. If applicable, the spare parts and consumables, test and calibration equipment, maintenance kits and tools, and documentation (user manual, spare parts catalog, maintenance instructions, etc.) required along with the vehicles, materials, and equipment to be supplied should be included in the technical specifications, and the quantity of such materials, devices, and documents should be specified.
10. For materials that may be affected by environmental conditions (electronic, optical, and electro-optical devices, vehicles, equipment, etc.), requests regarding environmental conditions, along with the conditions under which they will be inspected, should be written in the technical specifications.

Environmental requirements include, depending on the place of use of the material, temperature, pressure, humidity, ice, snow, rain, wind, water and salt spray, shock and acceleration, vibration, noise, dust, sand, microorganisms, radiation, electricity, magnetic and electromagnetic effects, chemical substances, etc. It includes environmental conditions to which it may be exposed at the point of use, such as the effects of environmental factors on its requirements.

11. Provisions regarding technical training that may be required for personnel using the materials and/or systems to be supplied should be specified in the tender documents as determined in the technical specifications.
12. If necessary, the Quality Assurance System Certificate and Product Quality Certificate should be specified.
13. A minimum two-year warranty must be included in device purchases. If a warranty longer than two years is required, this must be stated separately. If necessary, the number of years for which a spare parts warranty is desired should be specified.
14. The technical specifications must be approved with a wet signature by the project manager.