	EPOKA UNIVERSITY				
	COMMON GUIDELINES FOR SCIENTIFIC RESEARCH PROPOSAL SUBMISSION				
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Common Guidelines for Scientific Research Proposal Submission

These guidelines are meant to help Epoka University staff with the preparation and submitting of application forms, as well as processing of approved grant projects (internal and external grants).

These guidelines have been set by the Research and Project Office (RPO) of Epoka University and will enter into force when the University Senate will approve.

The University provides support for Scientific Research Projects (SRP) based on the university annual budget allocation and scientific research background evaluated by the experts.

RPO edits and executes projects and activities, supported by EU and other grant programs, which are under their work area, according to their contact, principles and procedures.

1. Applicant Eligibility

The following staff members are eligible to apply for a project;

- ✓ a member of a faculty at Epoka University holding at least a Master of Science or equivalent degree.
- ✓ a member of a research centre at Epoka University holding at least a Master of Science or equivalent degree.

2. Project Criteria


a) Upon submission, research project proposals should include;

- ✓ Executive Summary
- ✓ Introduction
- ✓ Aims and Objectives
- ✓ Literature work
- ✓ Methodology
- ✓ Reporting/Dissemination Plan
- ✓ Research Work Plan/Activity Programme
- ✓ Expected impact
- ✓ Itemized budget

b) Research projects are not eligible for consideration if they are;

- ✓ lacking in originality, authenticity and integrity
- ✓ fully funded by another source

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3. Project Budget Allocation

a) *Research project budget can be allocated in the following categories:*

- ✓ *Administration Costs (honorary for the administration or coordination of the project)*
- ✓ *Equipment and Material Costs (electrical or laboratorial material needed to deliver the project)*
- ✓ *Overheads (translation, proof reading, clerical material and other related costs)*
- ✓ *Mobility Costs (travel and living expenses related to the projects)*
- ✓ *Dissemination Costs (brochures, leaflets and printed materials concerning the implementation of the project)*

b) *Rules on scientific research project budgets are described in the following table*


Project Costs	Rules on Allocation
Administration Costs	<i>Can be up to 10% of individual project</i>
Equipment and Material Costs	<i>Can be up to 70%</i>
Overheads (translation, proof reading, and other related costs)	<i>Can be up to 10 %</i>
Mobility Costs (travel, food, accommodation and other living expenses)	<i>Can be up to 50%</i>
Dissemination Costs	<i>Can be up to 20 %</i>

4. Project Submission

Internal projects

- ✓ Scientific Research Projects shall be submitted to the RPO at the prescribed date set by the Office. The RPO will propose the assignment of at least two reviewers or experts in the respective field of study that will evaluate the projects from the list of experts provided at the beginning of each academic year by the Faculties and Research Centres. The assignment of the said reviewers or experts will be approved by the Rector.
- ✓ The RPO ranks the projects according to the quantified evaluation of experts and submits it to the Rector's Office. If deemed as necessary, the Rector establishes a Commission composed of at least two members of each Faculty under the chairmanship of the Vice Rector or Rector to propose the list of projects to be financed by the University budget.
- ✓ Projects are then presented to the Rector's Office for final approval. Afterwards, Applicants are informed accordingly through the RPO which also should prepare a contract of authorship with the related staff for their obligations.

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- ✓ The Project Coordinator will prepare every six months a progress report for the projects which are wholly supported by the University budget and this will be submitted to the RPO.


External Projects

- ✓ Each external project application should be submitted first to the RPO for first evaluation and archiving as outgoing and incoming project and afterwards, the RPO submits it to the Rector's Cabinet.
- ✓ For the Projects Applications which are fully supported by outside of the University financial sources, it is important that before being submitted to the relevant institutions, the suitability of the project in terms of University principles and strategic goals. This is carried on through RPO. With a positive approval of RPO and Rector, the project is then counted as accepted.
- ✓ The Project Coordinator will prepare every six months a progress report for the projects which are partly supported by the University budget and this will be submitted to the RPO. In the case that the project fails to achieve the envisaged developments, or that two interim reports were not submitted or found lacking or if the project executor leaves the project for no reason or finally, in a case where it is determined that the financial resources were misused, the project can be stopped and another coordinator assigned. The assignment of another Coordinator may be requested or the project cancelled with the proposal by RPO and the approval of Rector.
- ✓ If any irregularities concerning the conduct of project implementation are found, the Rector's Office launches an investigation in compliance in the legal framework.
- ✓ Unless it is otherwise provided in the approved project or the made contract, all the tools, equipment, devices, hardware and other materials which are taken for the project are saved in the relevant University unit.

5. Financial Transactions

- ✓ The conduct of payments regarding all kind of supplies, machinery, equipment, fixtures and service purchases, within the scope of project, after the written application of Project Coordinator and under the supervision of Rector is performed by the Finance Office.
- ✓ The project expenses consist of the following items: travel and personnel fees specified in the project budget, purchases of services, materials, machinery, equipment purchases and staff, laboratory facilities and infrastructure. All taxes are included in the project proposal.

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- ✓ Any kind of spendings from the budget will be firstly proposed by the Project Coordinator, approved by the Head of RPO and Secretary General and implemented by the Finance Office.
- ✓ The project revenues are recorded in compliance with the relevant legislation, documented and monitored in a separate account for each project by the Finance Office. The Project Coordinator is obliged to submit the required documents to the Finance Office.

5. Priority

Priority will be given to projects that:

- ✓ are in line with the University research strategy;
- ✓ engage more faculty staff and students;
- ✓ have an impact on society;
- ✓ promote University in regional and international level with its publication.

6. Ethics Statement

Scientific fraud and misconduct are not condoned at any level of research or competition. This includes plagiarism, forgery, use or presentation of other researcher's work as one's own and fabrication of data.

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