(Senate Resolution dated 25.12.2018 no. 14)

**ATILIM UNIVERSITY**

**DIRECTIVE ON EXECUTION OF RESEARCH, DEVELOPMENT, AND DESIGN PROJECTS SUPPORTED INTERNALLY**

**SECTION ONE**

# Purpose, Scope, Basis and Definitions

**Purpose**

**Article 1 – (1)** This Directive aims to support research, development, design projects and innovative business ideas created within Atılım University, and supported by the University Administration; to determine the working principles, and to ensure technology transfer, cooperation and coordination within and outside the University.

# Scope

**Article 2– (1)** This Directive covers the determination of the procedures and principles regarding the internal support programs prepared by the Schools, Departments, Graduate Schools, and Research and Application Centers affiliated with Atılım University, approved by the Board of Trustees upon the recommendation of the President, and the budget of which is allocated by the University Administration.

# Basis

**Article 3– (1)** This Directive is based on the principles in Article 14 of Higher Education Law No. 2547 dated 04.11.1981, Regulations on Foundation Higher Education Institutions and relevant legislative provisions, the resolutions by the Higher Education Council (YÖK), and the relevant regulations and directives by Atılım University.

# Definitions

**Article 4- (1)** The definitions for this Directive are:

1. ARGEDA-TTO: Research, Development, Implementation, Counseling and Technology Transfer Office,
2. Head of Department: Heads of Atılım University Departments,
3. Chairperson of the Board of Trustees: The Chairperson of the Board of Trustees of Atılım University
4. President: The President of Atılım University;
5. University: Atılım University.

**SECTION TWO**

# Project application Transactions

**Project applications and evaluation**

**Article 5– (1)** Procedures and principles regarding all internal support programs are approved by the Chairperson of the Board of Trustees, and subsequently published by ARGEDA-TTO at the beginning of each academic year.

1. Project applications are evaluated by the ARGEDA-TTO Executive Board. The Board may seek referee opinion for scientific evaluation, and may form project evaluation commissions.

# Project initialization

**Article 6- (1)** Project managers sign project protocols to initiate the projects that are to be supported. Project managers are obliged to comply with the issues specified in their protocol. The start date of the projects shall be considered as the signature date of the protocol.

* 1. Managers of greenlit projects are obliged to deliver the necessary documents to Argeda-TTO on time, depending on the project type. After the approval stage, projects for which a protocol is not signed within the determined period without a legal excuse and which fail to initiate within the specified period shall be canceled.

# Project execution

**Article 7- (1)** In all internally-supported projects, project managers are responsible for the execution of the project as per the flow chart enclosed.

# Budget and financial principles

**Article 8- (1)** In cases where machinery, equipment, materials and services is required to be bought or rented, the Project Manager conducts a comprehensive market research and, where possible, receives quotes from at least three companies or individuals, and submits them to the Directorate of Purchasing of the University. The Directorate of Purchasing performs the purchase upon the approval of the Project Manager.

* + 1. The internal support program project budget may not be combined or used with other project budgets.
    2. Issues regarding the budget and expenditures of all internally-supported projects shall be mentioned in the call text of the relevant academic year.

# Interim reports

**Article 9- (1)** Project managers are required to submit interim reports on their operations and developments within the scope of the project to Argeda-TTO in accordance with the format, within the periods to be determined, from the date of the protocol onwards. Interim reports are evaluated and monitored by the ARGEDA-TTO Executive Board, and where deemed necessary, interim reports may be sent for referee review.

(2) Unless otherwise stated, there is no need to submit an interim report for projects with a duration of less than 12 months.

(3) In case of failure or other problems in the project, the relevant project manager is obliged to submit a written report signed in ink to Argeda-TTO, containing the results obtained since the beginning of the project and the relevant problem, within 1 month at the latest from the date of the situation.

# Final report

**Article 10- (1)** Project managers are required to submit their Project Result Reports, containing the research results and prepared in accordance with the format determined by Argeda-TTO, to Argeda-TTO within 2 months following the project completion date specified in the signed protocol. The final reports are evaluated by the ARGEDA-TTO Executive Board and project success is determined. In cases deemed necessary by the ARGEDA-TTO Executive Board, the final report may be sent for referee review before the determination of project success.

**(2)** Project managers with insufficiencies in their project reports, and those failing to correct such problems within the periods specified despite being warned accordingly shall be sanctioned from receiving support for their new projects for a year.

# Announcement of project results

**Article 11- (1)** In all kinds of theses and publications prepared within the scope of research, development and design projects executed within Atılım University and supported by the University Administration, it is mandatory to include the following phrases, or similar: “This study was supported within the scope of Atılım University Internal Support Programs.  
Project number: ….”

**(2)** There is no publication requirement for products and similar projects for which a patent has been obtained, or industrial products or prototypes developed within the scope of projects.

# Other obligations

**Article 12-(1)** If unethical behavior is detected during project execution, or after a project ends, the ongoing project may be canceled.

1. The individuals in the project team violating ethical rules may not benefit from project grants for research, development, design projects and innovative business ideas executed within Atılım University for a determined period of time.
2. In case of a health problem or unforeseen force majeure to seriously disrupt or prevent the execution of the project, a change in the project team may be made if the written request by the project manager elaborating the situation with justifications is deemed appropriate by the ARGEDA-TTO Executive Board.
3. In cases such as abusing the project budget, failure to present interim reports on time and the realization that the project may not be concluded within the planned time due to situations and conditions, the ARGEDA-TTO Executive Board may terminate the project.
4. If the project manager is discharged from the university for any reason, ARGEDA-TTO is to be informed accordingly, as timely as possible. If deemed necessary, the ARGEDA-TTO Executive Board may appoint a new project manager who has knowledge and/ or experience regarding the project. If deemed necessary, the opinion of dismissed project managers may also be obtained regarding the appointment. In cases where it is not possible for the project to be continued by another project manager, the ARGEDA-TTO Executive Board may decide to terminate the project.
5. Dismissed project managers are responsible to monitor the processes to finalize their project, or to transfer it to another project executive in the stages of their dismissal in the event where they shall be dismissed from the University for any reason.
6. All information, documents and all kinds of data made available to the use and access of the people involved in the project processes, regardless of verbal, written or visual distinction, are considered confidential. ​ These individuals may not disclose confidential information to third parties without the written approval of the President. Violators of this condition are responsible for any damages caused to the University in the event of a breach of this scope. Unless stated otherwise, the condition not to disclose the classified information remains valid even after the project ends.
7. The project executive is liable for any damage on the University or a third party due to a failure or neglect by the project manager, failure to achieve a conclusion or an approval for the project, and/ or within the scope of the project itself.

**SECTION THREE**

# Miscellaneous Provisions

**Intellectual and industrial property rights**

**Article 13-(1)** All rights to arise in conclusion of projects executed within the scope of this Directive as per Law on Intellectual and Artistic Works and Industrial Property Law shall belong to Atılım University.

# Cases not included in the Directive

**Article 14-(1)** In cases not included in this Directive, other relevant regulations and directives by the University, and other relevant legislation provisions are applied.

# Effective Date

**Article 15-(1)** This Directive enters into effect after its acceptance by the University Senate, and the approval of the Chairperson of the Board of Trustees.

# Execution

**Article 16-(1)** This Directive is executed by the President of Atılım University.

ATILIM UNIVERSITY FLOW CHART ON APPLICATION AND EXECUTION OF INTERNALLY-SUPPORTED PROJECTS



YES

The project is forwarded to the ARGEDA-TTO Executive Board for scientific evaluation.

YES

Appropriate to support the project?

NO

Projects that are to be supported are presented to the President, and the Chairperson of the Board of Trustees for opinion and approval.

The rejection status of the project is notified to the project manager along with reasons.

Projects supported by the decision of the Chairperson of the Board of Trustees are announced by ARGEDA-TTO.

The contracts signed by the Project Managers and their co-executors, if any, are sent by ARGEDA-TTO to the President, and the Chairperson of the Board of Trustees for approval.

Final reports are delivered to ARGEDA-TTO within 2 months

from the project completion date specified in the project contract.



Project proposal forms are prepared in accordance with the relevant legislation and submitted to Argeda-TTO with the approval of the Head of Dept.

ARGEDA-TTO performs a preliminary evaluation.

Are the application form and the attached documents and signatures complete and suitable in terms of format?

NO

The project is returned to the proposer. A revision

is requested within 1 business day.