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**HIGHER EDUCATIONAL INSTITUTIONS SCIENTIFIC RESEARCH**

**REGULATION ON PROJECTS**

**FIRST PART**

Purpose and Scope, Basis and Definitions

Purpose and scope

ARTICLE 1 - (1) This Regulation has been prepared with the aim of evaluating, accepting, supporting, conducting, monitoring, evaluating the results of scientific research projects carried out in higher education institutions, determining the relevant procedures and principles and other issues.

Rest

ARTICLE 2 - (1) This Regulation has been prepared on the basis of clause (c) of clause (c) of clause (b) of clause 58 of clause 4 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions and abbreviations

a) Researcher: In order to carry out the scientific research project, given by the project manager in the project team; lecturers, students studying undergraduate and graduate studies on the subject of the project, and the people who are assigned to the project due to their expertise that has completed their education,

b) Scientific research project: Projects with scientific content, which are expected to contribute to science in the field with their results, to contribute to the technological, economic, social and cultural development of the country, and with the participation of national and / or international institutions or organizations. and raising scientists and establishing and developing research infrastructure,

c) Scientific Research Projects Coordination Unit: Execution of the secretariat services of the Scientific Research Projects Commission, transfer of the budget appropriations to the special account, execution of the works and transactions related to the special account, and execution, monitoring, incentive of the projects determined by the relevant legislation, supported by national and international organizations in which higher education institution researchers take part. and coordinating, conducting activities related to the measurement and evaluation of higher education institution research performance and determining research policies, and conducting other tasks to be assigned by the top manager related to scientific research projects in coordination with relevant units,

ç) Scientific Research Projects Coordination Unit Coordinator: Responsible for the execution of the activities of the Scientific Research Projects Coordination Unit on behalf of the higher education institution, and who are assigned among the personnel who have the knowledge and qualifications that can carry out the activities of scientific research projects in accordance with the procedure specified in this Regulation, regardless of the title of office or work. and the person responsible for the top manager,

d) Realization Officer: The persons assigned by the expenditure officer to carry out the tasks of getting the work done, taking the goods or services, performing the procedures related to receiving, documenting and paying for the expenditures to be made within the scope of the special account,

e) Classification of expenditures: Monitoring the analytical budget classification of the expenditures made from the amounts transferred to the special account in accordance with the economic coding system,

f) Spending authority: Scientific research projects coordinator, who has the authority and responsibility for spending from the special account,

g) The spending authority could not be satisfied: For the purchases of goods and services, he was liable to the spending authority for the expenses to be made from the private account, limited to the advances given to him or the loans extended to his name, and to the accounting officer to return the increased amount.

The person or persons who are obliged to provide and assigned in writing for each project by the spending authority,

ğ) Commission: The commission established for the acceptance, evaluation, support, monitoring of scientific research projects and for carrying out other duties that the top manager will give regarding scientific research,

h) Accounting unit: The unit in which accounting procedures are carried out in higher education institutions,

ı) Accounting authority: The authority responsible for the management of the accounting unit and against the competent authorities,

i) Private account: Officially dated 18/11/2015 numbered 29536, in which the appropriations related to scientific research projects, which are promoted in return for self-income and treasury aid for scientific and technological research services in the budgets of higher education institutions, are accrued by accruing from their current or capital economic codes. The bank account opened on behalf of the accounting unit in accordance with the provisions of the General Communique of the Public Treasury published in the newspaper,

j) Project team: Project manager and researchers,

k) Project manager: Faculty members who offer the project, are responsible for its preparation and execution, and researchers from institutions who have completed their doctorate, specialization in medicine or proficiency in art education,

l) YÖKSİS: Higher Education Council Presidency common database,

m) Higher education institution: Universities and high technology institutes,

n) Higher education institution board of directors: University and high technology institute board of directors,

o) (Annex: RG-26/1 / 2018-30313) Scholarship: A student in a graduate or doctorate program with a thesis to be assigned as a scholarship within the scope of the project in scientific research projects carried out in higher education institutions, apart from establishing and developing research infrastructure in the investment program,

express.

SECOND PART

General Principles Regarding Scientific Research Projects

Commission

ARTICLE 4 - (1) A commission consisting of at least seven and eleven faculty members appointed by the rector upon the recommendation of the senate under the presidency of the rector or a vice-rector to be appointed for the execution of the duties specified in this Regulation. Commission members are appointed for four years by maintaining a balance between the branches of science existing in the higher education institution. The member whose term has expired can be re-appointed with the same procedure.

(2) Commission members; If it is determined that they do not fulfill their duties, powers and responsibilities, they can be dismissed by the rector on the proposal of the senate before their term of office expires.

(3) The duties, powers and responsibilities of the Commission are regulated by the directive to be issued by the senate of the higher education institution.

Application and evaluation

ARTICLE 5 - (1) The application and evaluation schedule for scientific research projects is determined and announced by the Commission. Project applications are made with the project application form, in which the justification of the project, method, original value, widespread impact / added value, work schedule and budget breakdown are detailed.

Principles to be considered in the selection of scientific research projects

ARTICLE 6 - (1) Scientific research projects are evaluated by giving priority to subjects that comply with the national science and technology policies, the country's development plan objectives, the Science and Technology Higher Board decisions or the science policies determined by the higher education institution's board of directors, for each branch that has a specialist member of the higher education institution. and selected. It is essential that scientific research projects contribute to science, technological, economic, social, artistic, cultural development and development of the country.

(2) In the selection and support of scientific research projects; basic sciences content, results oriented to implementation, multi-participation in terms of resources and activities, multi-center, inter-institutional,

priority can be given to international and interdisciplinary projects. Postgraduate thesis research can also be supported within the scope of scientific research projects.

(3) Scientific research projects mentioned in Articles 5, 6, 7, 8, 9 and 10 of this Regulation and the Rectorate Scientific Research Projects in the Investment Program of the Year are stated.

Acceptance, execution and finalization of scientific research projects

ARTICLE 7 - (1) For the projects that are decided to be supported, a protocol is prepared by the project manager and the Commission in which details about the project are determined. The implementation of the project depends on the approval of the prepared protocol by the rector or the vice-rector to be appointed. The project manager is obliged to comply with the issues in this protocol.

Project reports

ARTICLE 8 - (1) The executor of an accepted project submits an interim report to the Commission every six months with information about the previous work. The Commission may change the terms and conditions of submission reports depending on the type and characteristics of the project. Interim reports are examined by the Commission. The Commission may complete the evaluation process if it deems necessary by referring to the opinions of the experts. The continuation of the financial support for the next phases of the projects is subject to the positive opinion of the Commission.

(2) The project manager shall submit the project result report containing the research results in accordance with the format determined by the Commission, within three months at the latest after the end date specified in the protocol. For graduate thesis projects, theses approved by the relevant units can also be accepted as a final report. The final report is evaluated by the Commission and it is decided whether the project will be considered successful or not. The Commission may complete the evaluation process if it deems necessary by referring to the opinions of the experts.

Project duration and budget

ARTICLE 9 - (1) It is essential that the projects are carried out in accordance with the work schedule and budget plan approved by the Commission. However, if necessary, additional time and additional budget can be given for the projects by the request of the project manager, the decision of the Commission.

(2) Scientific research projects are completed within thirty-six months at most, including additional periods. The durations given for thesis projects can be extended to cover the legal additional periods given by the authorized units for the theses. However, the financial supports to be provided for thesis projects are limited to the normal education periods determined in the relevant graduate education and training legislation.

(3) The additional budget that can be given for the projects can be up to 50% of the project budget.

Announcement of the results

ARTICLE 10 - (1) Rectorate enters YÖKSİS about the projects supported, included, ongoing and completed at the end of each year. This information is announced to the public on the website of the higher education institution.

THIRD PART

Use of Income and Grants in Scientific Research Projects

revenues

ARTICLE 11 - (1) In order to be used in the financing of scientific research projects, the following revenues are used by transferring the appropriations related to scientific research projects that are promoted for scientific and technological research services in higher education institutions' budgets, by transferring them to the special account:

a) Amounts to be transferred from the revolving fund revenues of the higher education institution at the rate specified in Article 58 of the Law No. 2547.

b) Revenues related to the outputs related to the project undertaken and commercialized by the revolving funds.

c) Donations and aids to be made for scientific research projects.

ç) With the permission of the higher education institution, the amounts to be paid by the relevant institutions for the joint researches that the higher education institution will carry out with the institutions at home or abroad.

d) Other income.

(2) Amounts stated in subparagraph (a) of the first paragraph as income of scientific research projects are determined by the revolving fund accounting unit until the twenty of the month following the collection.

deposited in the institution account. These deposits are recorded in the higher education institution's budget as own income. In return for these recorded amounts, the appropriations put in the budget of the relevant higher education institution are used according to the realization of the income. Amounts not spent during the year are recorded in the budget for the following year according to the principles regarding the allowance for liquid allowance. The provisions of the Law on the Collection Procedure of Public Receivables dated 21/7/1953 and numbered 6183 are applied for the collection of amounts not deposited within the deadline.

(3) Appropriations allocated for the scientific and technological research services mentioned above are used by transferring them to the special account.

(4) Amounts in the special account can be evaluated within the framework of the provisions of the General Communique of the Public Treasury published in the Official Gazette dated 18/11/2015 and numbered 29536. The items obtained in this way are recorded as income in the special account.

Principles on the use of incomes and allowances

ARTICLE 12 - (1) The following principles are followed in conducting scientific research projects from a special account:

a) Regarding scientific research projects, no expenditures can be made from the appropriations allocated in the budgets of higher education institutions by recording expense in their budgets. These expenditures are made from the special account.

b) The amounts transferred to the special account and the expenses related to the projects are accounted for with the income and expense accounts, without being associated with the budget accounts of higher education institutions, by using asset or liability accounts according to their relevance.

c) Expenditures made from the amounts transferred to the special account are distinguished in accordance with the economic coding system of the analytical budget classification by making a distinction between own income and treasury aid provision and monitored in the Scientific Research Projects Coordination Unit records.

ç) In the expenditures for the purchase of goods and services to be made from the private account, the provisions of the Decision Regarding the Tenders to be Made within the Scope of Sub-Clause (f) of the Article 3 of the Public Procurement Law No. 4734, enforced by the Council of Ministers Decision No. 2003/6554 dated 1/12/2003. .

d) The amounts transferred to the private account are not associated with other bank accounts opened by the Strategy Development Departments of higher education institutions.

Use of grants

ARTICLE 13 - (1) (Amended: RG-7/6 / 2018-30444) Amounts tracked in the special account (own income and treasury aid), expenditures of contracted workers required for scientific research projects, limited by the duration of the project, gating and 254 numbered Law on scholarships to be given to students in thesis graduate and doctorate programs that will be commissioned within the scope of projects other than service purchases, consumer goods and material purchases, machinery and equipment purchases and other projects necessary for scientific research projects. It is used to cover the expenditures of the contracted personnel to be employed as post-doctoral researchers within the scope of Article 34 of the Annex.

(2) Amounts that are included in the Rector's Office Scientific Research Projects in the Investment Program and which are monitored as own income in the special account within the scope of the second paragraph of Article 11 cannot be used to cover the contracting expenses related to real estate capital production. However, from scientific research projects, the amounts related to research infrastructure establishment and development projects (projects that are included in the technological research sector in the YEAR Investment Program and are excluded from the Rectorate Scientific Research Projects and scientist training projects) meet the contracting expenses for real estate capital production. can be used.

(3) Unless it is foreseen to employ personnel in the approved project plans, personnel from the private account cannot be employed in scientific research projects and no payment can be made for this purpose. According to the results of the evaluation made by the Ministry of Development for the projects of the rectorate scientific researches in the investment program of the year and for all other projects in the technological research sector of the Year Investment Program, without the permission or visa from any other institution and by the Ministry of Finance and the State Personnel Presidency. Contracted personnel may be employed in projects so as not to exceed the determined ceilings. Compulsory payments to be made in accordance with the relevant legislation can be paid, provided that they remain within the total project cost.

(4) Those who took part in the investment program of the previous year and could not be used from the amounts transferred to the special account of the projects whose year was not included in the investment program, can be transferred to the projects in the technological research sector of the year with the approval of the rectorate and the Ministry of Development is informed about the transfer.

Scholarship application requirements

ARTICLE 13 / A - (Annex: RG-26/1 / 2018-30313)

(1) The following conditions are required for scholarship students:

a) residing in Turkey.

b) Not having taken the age of forty days.

c) Not working in an institution or workplace.

ç) Not being a TÜBİTAK domestic graduate scholarship program fellow in the same period.

d) Not being a scholarship student in another project in the same period.

Principles to be followed in the selection of a fellow

ARTICLE 13 / B - (Annex: RG-26/1 / 2018-30313)

(1) The students in the master's and doctorate programs with thesis to be assigned within the scope of the project are granted a scholarship to the Higher Education Students dated 3/3/2004 and no.

(2) (Amended: RG-7/6 / 2018-30444) The upper limit of the scholarship amount is determined by the Higher Education Council Executive Board not to exceed the 50% increase in the monthly scholarship amount paid to graduate and doctorate students according to Law No. 5102.

(3) The amount of scholarship is determined by the Commission, taking into account the upper limit.

(4) The scholarship amount determined by the scholars is paid from the project budget within the month following the month of duty.

(5) A maximum of two scholars can be appointed in a project. However, instead of leaving the project, a new scholar may be appointed under the same conditions.

(6) A scholarship cannot take part in more than one project at the same time and the number of scholarship assigned after the project comes into force cannot be increased.

Financial provisions

ARTICLE 14 - (1) The expenditures made and the prepayments made from the amounts transferred to the special account are distinguished from the scientific research projects coordination unit by the provision of self-income and treasury aid, and recorded and monitored in four levels in accordance with the economic coding system of the analytical budget classification.

(2) Financing changes of scientific research projects and resource transitions to change the total cost of those projects; Decision on the Implementation, Coordination and Monitoring of the Year Program for scientific research projects in return for treasury aid in the investment program of the year is carried out within the framework of the commission decisions of the others.

(3) The expenses related to scientific research projects accrued after the signature of the realizing officer are paid from the special account upon the instruction of the spending authority to the accounting unit and the accounting authority to the bank.

(4) Prepayment limits are ten times the monetary limit determined for the provinces in the central government budget law. Each spending official is obliged to submit the proofs of the amounts spent from the advance receivable to the accounting unit within maximum two months and the proofs of the amounts spent from the loans extended within three months. For projects that require long-term field work, such as archaeological excavation and field research, with the approval of the Commission, the prepayment limits can be increased up to ten times the amount mentioned above, and the prepayment closing period can be increased up to six months.

(5) The spending officer is not satisfied, after completion of the work or at the end of the fiscal year, without waiting for these periods to expire, return the advance or credit surplus, give the documents of the expenses that he has not yet deducted and return the increased money to the accounting unit, if any. Unless the offset is done in this way, no advance can be given for the same job and credit cannot be opened. Expenditure documents issued before the advance date cannot be used to offset the advance.

(6) The provisions of the Law No. 6183 shall apply on the spending authority trustees who do not set off the advance of the advance they receive.

(7) Fuel expenses for trips to be made by domestic private vehicle, which are compulsory for research in projects requiring excavation, land and similar field work, may be covered within the limits set by the Commission.

Accounting transactions and documents

ARTICLE 15 - (1) Payment Order Document in the annex (01-02) of the Central Administration Accounting Regulation published in the Official Gazette dated 27/12/2014 and numbered 29218 as an accounting document for expenditures made from the private account, and in other accounting transactions. Accounting Transaction Slip is used. Originals of expenditure documents are added to the attachment of the accounting documents.

(2) Financial transactions regarding the private account are recorded in the accounting records as follows:

a) Amounts transferred from the appropriations allocated in the budget of higher education institutions to the special account to be opened in the bank on behalf of the accounting unit 102-Debt to the Bank Account, 600-Receivable to the Revenue Account. The amounts transferred to the special account are not associated with the budget revenues account.

b) Expenditures from the special account are recorded in the 630-Expenses Account or those related to the asset purchases will be credited to the related asset account, 103-Checks and Checks and Sending Orders Account. Expenditures from the special account are not associated with the budget expenses account.

c) Loans opened with advances given from a special account are debited to 162-Non-Budget Advances Account, 103-Receivables from Checks and Sending Orders Account.

ç) When the proofs related to the advances or loans extended are delivered to the accounting unit, the expenditure amount is 630-Expense Account or those related to the asset purchases are credited to the related asset account, 162-Non-Budget Advances Account receivable.

d) On behalf of those responsible for advances and loan amounts that are not deducted in due time, 140-Payables from Accounts Payable to Accounts, 162-Non-Budget Advances Account receivables are recorded.

e) Amounts collected in cash as collateral are recorded in 102-Bank Account or other related accounts, 330-Deposited Deposit and Guarantees Account or 430-Received Deposit and Guarantees Account.

f) Letters of guarantee received are credited to 910-Letters of Guarantee Received Account, and 911-Letters of Guarantee Received Receivables are taken into account.

g) Securities belonging to the persons received as collateral are recorded as debts to the 912-Personal Securities Account, and to the receivables to the 913-Personal Securities Account.

ğ) Interest amounts accrued by the bank related to the amounts in special accounts are debited to the 181-Income Accrual Account at the end of the month and a receivable to the 600-Income Account. Interest amounts transferred to the bank-specific account are recorded as 102-Debt to the Bank Account, interest receivables accrued in the previous months to the 181-Income Accrual Account and the interest accrued within the month to the 600-Income Account.

h) Except for the above, in the accounting of financial transactions related to the private account, the nature of the account of the Central Government Accounting Regulation, the account related transactions and the operation of the account are used according to the type of transaction.

(3) The purchased movable goods are issued in the inventory records of the higher education institution according to the Movable Goods Regulation enacted by the Decree of the Council of Ministers dated 28/12/2006 and numbered 2006/11545. Durable movables acquired within this scope are delivered to the project manager or the person to be determined by them, with a movable delivery document. The goods and materials for consumption are issued directly to the project manager for the use of a movable transaction slip.

Spending documents and storage

ARTICLE 16 - (1) In the documentation of the expenditures made within the scope of scientific research projects, the provisions of the Central Government Expenditure Documents Regulation published in the Official Gazette dated 31/12/2005 and numbered 26040 are repeated. With scientific research projects

Documents related to all kinds of transactions and expenditures are kept in the higher education institution according to general provisions and kept ready for inspection.

Special accounting period and transfer

ARTICLE 17 - (1) The period of the special account is the calendar year.

(2) If the amount allocated to any scientific research project from the amounts transferred to the special account is not available, such amounts can be used in the financing of other scientific research projects.

(3) As of the end of the period, the amounts remaining in the special account are transferred to the following year without being associated with the related higher education institution's budget.

(4) The second paragraph of the article 11 is applied for the amounts that are not used and transferred to the following year with the scientific research projects, and the second paragraph of the article 14 for the amount of treasury aid provision is applied.

Copyright

ARTICLE 18 - (1) The copyright of scientific results obtained from the projects supported by the scientific research projects unit belongs to the relevant higher education institution. The copyright of scientific publications, books and similar works may be transferred partially or completely to the owners of the work with the decision of the board of higher education institution.

(2) In the event that income generating, patent, invention or product occurs, the distribution of income will be realized in accordance with the principles determined by the board of higher education institution. If there is a regulation about the rates foreseen to be paid to the right holders in the relevant legislation, the provisions of the relevant legislation are applied.

Transfer of budget appropriations to special account

ARTICLE 19 - (1) The following issues shall be complied with in transferring the appropriations to the special account:

a) (Amendment: RG-7/6 / 2018-30444) Appropriations that have been promoted in the budgets of higher education institutions regarding scientific research projects are added to the special account by adding the expenditure order to the payment order document in accordance with the Regulation of the Central Government Expenditure Documents, and accruing from the arrangements containing the relevant economic codes. transferred.

b) Appropriations are transferred to the special account by being accrued in accordance with the resource requirement plans of the scientific research projects determined by the release rates, income realizations in return for equity and the scientific research projects commission.

c) (Amendment: RG-7/6 / 2018-30444) Regarding the scientific research projects with respect to self-income, the surplus amounts over the previous year and the surplus amounts realized on the estimated amounts determined in the (B) marked schedule of the year, It is added as an allowance to schemes containing economic codes and transferred to the special account from there. The same principles shall be applied in the budget transactions related to other appropriation increases during the year regarding scientific research projects.

ç) In the investment program of the year, "Spending will be made after the project study is approved by the Ministry of Development." Appropriations related to scientific research projects with the statement cannot be transferred to a special account and used unless the project study has been approved by the Ministry of Development.

d) Expenditure status and account summary of the appropriations transferred to the special account are sent to the Ministry of Development every year in the last week of September and December.

e) Expenditures made from the amounts transferred to the special account are sent to the Ministry of Finance in the first week of the following month as of August and end of December, in accordance with the economic coding system of the analytical budget classification.

SECTION FOUR

Miscellaneous and Final Provisions

Issues not included in the regulation

ARTICLE 20 - (1) General provisions are applied for the matters not included in this Regulation.

Implemented regulation

ARTICLE 21 - (1) The Regulation on Scientific Research Projects of Higher Education Institutions published in the Official Gazette dated 10/4/2002 and numbered 24722 has been repealed.

Transitional provision

PROVISIONAL ARTICLE 1 - (1) As of the effective date of this Regulation, 333-Escrow Account amounts, debt to this account, 600-Income Account receivable are recorded.

Force

ARTICLE 22 - (1) This Regulation comes into force on the date of its publication.

Executive

ARTICLE 23 - (1) The provisions of this Regulation are executed by the President of the Council of Higher Education.

Of the Official Gazette in which the Regulation was published

Number Date

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Official Gazettes in which Regulations Amending the Regulation were Published

Number Date

1 30313 26.01.2018

2 30444 07.06.2018