

Please note that the English translation of the present circular is for information purposes only and is not intended to have any legal effects. In the event that a dispute should arise about the interpretation of the provisions contained herein and the provisions contained in the original Greek document, the latter shall prevail.

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### 3.2.1. Circular regarding Research and Research Programmes

#### 1. GENERAL

- 1.1. Research at the University of Cyprus shall be conducted within the Departments or between two or more Departments, under the responsibility of one or more members of the Academic Staff. It shall also be conducted within the Research Units of the University, under the responsibility of their Directors.
- 1.2. Research shall be coordinated by the Research Committee, which shall be accountable to the Senate. The Research Committee shall consist of two representatives from each Faculty, appointed by the Board of the Faculty, who are not necessarily members of the Senate. The Committee shall be presided over by the Vice-Rector. The Head of the Research, International, and Public Relations Service shall serve as Secretary of the Committee. The term of office of the members shall be two years.
- 1.3. The Research Programmes (RPs) of the University may be funded by:
  - (a) the state grant, as provided for in the University Budget;
  - (b) external funding sources.
- 1.4. Research funds shall be itemised in the budget of each Programme and may cover the following:
  - (a) Salaries of Research Assistants or other staff employed solely for the duration of the Programme
  - (b) Remuneration of the Principal Investigator and Research Associates
  - (c) Equipment of any kind, computer equipment, books, photocopying, etc.
  - (d) Technical support and service contracts
  - (e) Current research expenses
  - (f) Travel, accommodation, and representation expenses
  - (g) Publications
  - (h) Other related expenses, subject to the approval of the Research Committee.

Provided that, the equipment acquired within the framework of RPs shall be recorded in the relevant asset register. The Principal Investigator shall be bound by the provisions of the relevant contracts and budgets. In the case of any deviations, the prior consent of the funding body and the approval of the Research Committee shall be obtained.

The Principal Investigator of the Programme shall be responsible for its coordination and management. In the event of mismanagement, responsibility shall lie with the Principal Investigator.

- 1.5. All announcements, notices, and information regarding national and international research and development programmes shall be communicated by the External

Relations and Programmes Service to all Departments, Research Units, and to the Administration of the University, so that all members of the Academic and Administrative Staff may be informed.

- 1.6. The complete details of the announcements shall be archived by the above-mentioned Service and shall be made available to interested parties as appropriate.

## **2. RESEARCH PROGRAMMES FUNDED BY THE UNIVERSITY BUDGET**

- 2.1. Research Programmes for funding from the University Budget shall be submitted to the Research Committee by the Departments or members of the Academic Staff, following a relevant announcement by the Research Committee. Applications shall be accompanied by (a) a substantiated proposal, (b) a detailed budget, and (c) an implementation schedule not exceeding three years.
- 2.2. The Research Committee shall evaluate the proposed programmes using strictly scientific criteria. To form a valid opinion, the Committee may seek the advice of experts, either from within the University or from other institutions. The recommendations of the Research Committee shall be submitted to the Senate for approval. Financial management shall be carried out in collaboration with the Director of Administration and Finance.
- 2.3. Prior to the end of the Fiscal Year, the Principal Investigators of funded programmes shall submit a scientific and financial report to the Research Committee, together with any revised programme requirements for the following year.

## **3. EXTERNAL RESEARCH PROGRAMMES**

- 3.1. The general policy of the University on externally funded research programmes shall be determined by the Senate, following a recommendation by the Research Committee.

Researchers involved in external research programmes may receive a total remuneration from their external funders as specified in Article 4.8: Rules for the provision of services, participation in research programmes, and participation in knowledge-exploitation bodies. The remuneration of Researchers may also be derived from overheads, provided that the funder allows an overhead rate higher than that required by the University of Cyprus.

- 3.2. A percentage of the approved total budget of each external research programme, as determined by the funder, may be charged by the University as "Overheads". The University shall retain a portion of this percentage for overhead expenses.

The specific amount of the percentage retained for overhead expenses shall be determined on a case-by-case basis as follows:

- For transfers where the total funding does not exceed £5,000: no retention
- For transfers where the total funding is between £5,001 and £40,000: 10%
- For transfers where the total funding exceeds £40,000: 15%

Any remaining balance of the approved overheads from the external research programme may be used by the Principal Investigator to cover any expenditure of

his/her choice—e.g. salaries, consumables, equipment, etc.—for the benefit of his/her research activities.

The Principal Investigator shall be responsible for determining the percentage distribution of this amount to any Collaborators. In case of disagreement, there shall be a written agreement between the Principal Investigator and the Collaborators, which shall be certified by the Chairperson of the Research Committee.

The obligation to retain “Overheads” shall not apply in cases where the contract contains a prohibitive provision imposed by the funder.

It is further clarified that non-research programmes (e.g., teaching programmes or information-dissemination programmes) shall not be subject to the provisions of this paragraph concerning the deduction of overhead expenses.

Fifty per cent (50%) of “Overheads” shall be deposited into the Special Fund for the Development of University Research, which shall be administered by the Senate based on recommendations by the Research Committee, primarily for the following purposes:

- (a) to develop and promote new research initiatives (e.g. to fund travel abroad or invite scientists for the planning/coordination of research collaborations, and to conduct preliminary studies that may create conditions for securing external funding
- (b) to support research in scientific disciplines or fields of knowledge that have difficulty securing external funding.

Thirty per cent (30%) of “Overheads” shall be allocated to the development of research infrastructure at the University, and the remaining twenty per cent (20%) shall be credited to the relevant Department and allocated under the responsibility of the Board of the Department. The above amounts shall be charged to the relevant revenue accounts.

- 3.3. Proposals for research projects shall be completed, as appropriate, by the interested parties and submitted to the Secretary of the Research Committee for approval and to be co-signed by the Vice-Rector for Academic Affairs, acting as a representative of the University, or by a University officer duly authorised in writing by the Vice-Rector.
- 3.4. The Vice-Rector shall have the discretion, where appropriate, to consult the Research Committee or the relevant Departments to assess any potential financial or operational implications for the University.
- 3.5. Following the approval of the Vice-Rector, the competent Service shall inform the Principal Investigator accordingly.
- 3.6. Once the contracts have been signed by all interested parties, the External Relations and Programmes Service shall open a special file for each research programme, in which all relevant information shall be recorded.

Concurrently, all relevant information concerning the programme shall be forwarded to the Finance and Personnel Service for the purpose of opening a Special Account by the Accounting Office. The final contracts shall be reviewed and co-signed by the Vice-Rector on behalf of the University.

- 3.7. For each external programme, the Accounting Office shall open a special administrative file in which complete and detailed information on the financial budget and any terms regarding the financial management of the specific programme shall be recorded. Expenditures shall be made in accordance with the specific management terms of the programme and the existing legislation and procedures of the University of Cyprus. In the absence of such terms, expenditures shall be made according to the instructions and with the signature of the principal investigator/rapporteur.
- 3.8. The principal investigator/rapporteur shall be responsible for the coordination and management of specific external programmes.
- 3.9. Funds received from external funding shall be deposited into the Special Account of the University. The principal investigator/rapporteur of each programme shall authorise all expenditures made from that account.
- 3.10. The originals of all supporting documents for the expenditures incurred (contracts, receipts, invoices, tickets, etc.) shall be submitted to the Accounting Office for auditing by the University and/or the funding body.
- 3.11. In the event of delays in the receipt of the anticipated transfers, the University may provide cash support to ensure the smooth implementation of the programmes, provided that the relevant official documents have been submitted to the Accounting Office. Any unexpended balances of such transfers shall, upon the completion of the programme, be transferred to the Special Fund for the Development of University Research.
- 3.12. For recruitment related to the implementation of external research programmes, a relevant announcement shall be prepared by the Principal Investigator of the research programme and sent to the Vice-Rector, through the Dean of the relevant Faculty, for approval.
- 3.13. Service contracts provided for in the budget of the programme shall take place with the approval of the Principal Investigator of the programme.
- 3.14. Reports submitted to the funding body as part of the deliverables shall be simultaneously communicated to the Research Committee. Upon completion of the Programme, the final report submitted to the funding body shall also be communicated to the Research Committee.

Approved at Meeting No. 67 of the Council, dated 16.3.2000, and amended at Meeting No. 73 of the Council, dated 24.10.2000, at Meeting No. 98 of the Council, dated 22.1.2003, and at Meeting No. 14/2016, dated 7.11.2016.