

Please note that the English translation of the present procedure and rules 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.

3.2.2. Procedure and Rules for Internal Research Programmes

A. Announcement and submission of proposals

- A1. Every academic staff member shall be entitled to submit a proposal.
- A2. Each member of the academic staff may submit one proposal as Coordinator and one proposal as Collaborator.
- A3. Members of the Research Committee shall not be entitled to submit an internal research proposal (either as coordinators or as collaborators), even though they are not involved in the procedure for the evaluation of proposals (pursuant to a previous decision of the Research Committee [Meeting No. 211, 11/12/2012]).
- A4. Academic staff members who have received an internal research grant under the previous announcement shall not be eligible to submit a proposal in the subsequent announcement for internal research programmes (pursuant to a prior decision of the Research Committee [Meeting No. 211, 11/12/2012]).
- A5. The announcement shall be made under clear timelines, and applicants shall be required, at the initial stage, to submit a brief preliminary abstract of up to one page (maximum 250 words), accompanied by keywords.
- A6. Failure to submit the brief preliminary abstract (and the keywords) shall render the applicant ineligible to submit a final proposal.
- A7. Research proposals shall be submitted in English, except in cases where the nature of the proposal reasonably requires the use of Greek or another language.

B. Funding

- B1. An academic staff member who receives funding for an internal research programme shall not be eligible for funding for a postdoctoral researcher who is already funded by the University of Cyprus.
- B2. Each internal programme shall have a maximum duration of twenty-four (24) months and a maximum funding amount of €30.000 per year (i.e., €60.000 in total). The budget shall be proposed with an allocation of budget funds 102, 104, 311, and 412.
- B3. The budget of each programme shall be resubmitted for each fiscal year, following the initial approval of the Research Committee and prior to its submission to the Senate and/or the Finance and Personnel Committee (Financial Affairs) for final approval.

C. Evaluation

- C1. Each proposal shall be sent to two external reviewers, selected based on the relevance of their expertise to the subject of the proposal, without consideration of their academic rank in

relation to that of the coordinator of the proposal. Reviewers shall hold the rank of Associate Professor or Professor, or equivalent ranks, unless there is a duly justified reason for selecting reviewers holding a lower rank.

- C2. Each proposal shall be graded by external reviewers in the form of integers (1-10), with 10 being the highest score and 1 the lowest.
- C3. In the event that the scores assigned by the two reviewers differ by five (5) points or more, the proposal shall be sent to a third reviewer. The final score of the proposal shall be the average of the two closest scores.
- C4. The main criterion for the approval of proposals shall be the score assigned to each proposal.
- C5. Internal programmes shall be allocated per Department, provided that proposals have received a high score (at least 8). The exact allocation shall be decided by the Research Committee after the results of all evaluations have been presented anonymously. The proposal with the highest score in each Department shall be approved for funding, provided it has achieved a high score (at least 8). Depending on the available budget, the Committee shall decide whether the proposals with the second highest score in each Department may also be funded.
- C6. Following the recommendation of the Research Committee for the approval of funding for specific proposals, the budget of each proposal shall be negotiated with its coordinator. Thereafter, the final budgets of all proposals shall be submitted to the Senate and/or the Finance and Personnel Committee (Financial Affairs) for approval.

The amended Rules were issued by the Senate at Meeting No. 16/2019, dated 12.6.2019, and were approved by the Personnel and Regulations Committee at Meeting No. 11/2019, dated 30.7.2019.