

UNIVERSITY OF NICOSIA

**Step-by-Step Guide for the Submission of
Research Proposals for Funding**

Research & Innovation Office

Last Revised: April 2013

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Disclaimer

Every effort has been made to ensure the accuracy of the information included in this Guide. Information contained in this Guide is correct as of April 2013. However, the information may be subject to change. The University reserves the right to amend, at any time, the policies and other materials contained in this Guide.

Introduction

The **Research & Innovation Office (R&IO)** aims to provide support to Researchers at the University of Nicosia (UNic) in the submission of Research Proposals for funding. The R&IO is committed to guiding Researchers throughout all the stages involved in the development and submission of a Research Proposal for funding.

Submission of Research Proposals for Funding

The submission of Research Proposals for funding is divided into three Stages:

- Stage 1: The **Pre-submission** Stage includes all the activities involved from developing a research idea to deciding to submit a Research Proposal.
- Stage 2: The **Submission** Stage includes all the activities involved from preparing a Research Proposal to submitting the Research Proposal to the funding agency.
- Stage 3: The **Post-submission** Stage includes all the activities involved from receiving the evaluation results of a Research Proposal to the signing of the Project Contract.

The R&IO and the Finance Officer (FO), the Financial Committee (FC), the Research Ethics Committee (REC) and the Law Clinic support Project Coordinators (PCs)¹ or Partner Research Coordinators (PRCs)² during the process of submission of Research Proposals for funding. Fig. 1 indicates the involvement of the different parties in the three Stages of Submission (Pre-submission, Submission and Post-submission).

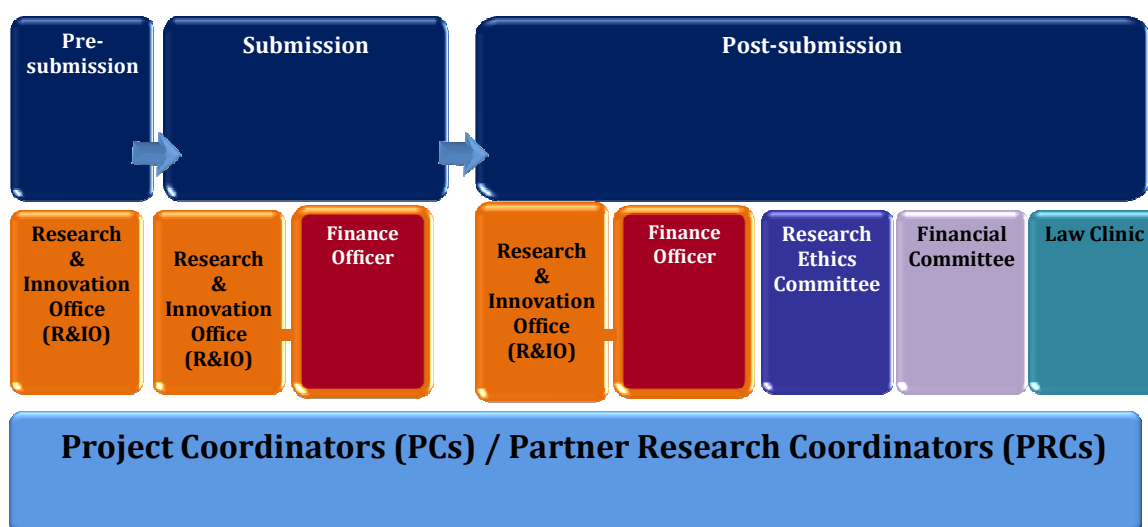


Figure 1: Collaboration within the Submission of Research Proposals for Funding

¹ A Researcher will assume the role of **Project Coordinator (PC)** in cases where the University of Nicosia (UNic) is the Host Organisation of the project.

² A Researcher will assume the role of **Partner Research Coordinator (PRC)** in cases where UNic is a Partner in the project.

The Scope of the Guide

The purpose of this Guide is to inform Researchers of the steps to be taken to ensure the successful preparation and submission of Research Proposals for funding. Researchers are required to read the important information outlined below as soon as they have decided to develop a Research Proposal. By following this Guide, Researchers will be able to submit Research Proposals for funding effectively and efficiently.

The 3 Stages and 7 Steps of Submission

Fig. 2 summarizes the 3 Stages and 7 Steps to be followed during the submission of Research Proposals for funding.

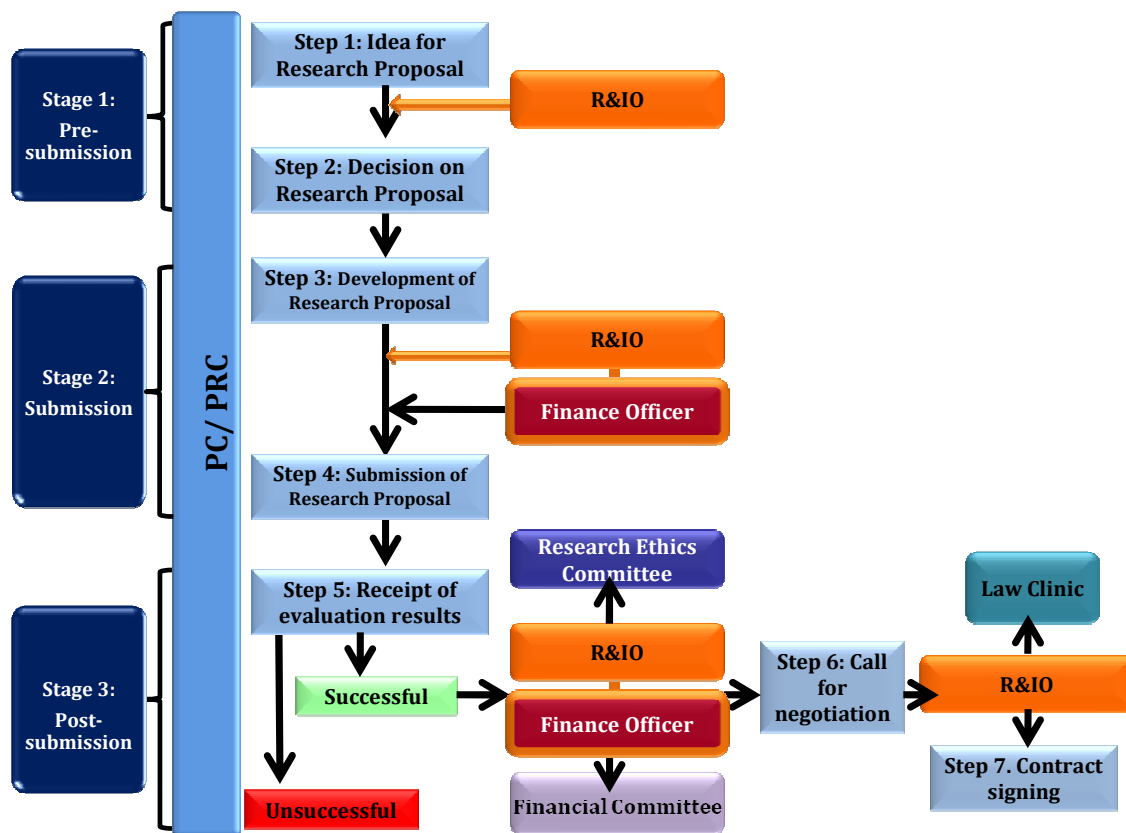


Figure 2: The 3 Stages and 7 Steps of Submission of Research Proposals for Funding

Stage 1: Pre-submission

➤ Step 1: *Idea for Research Proposal*

Researchers and the R&IO collaborate together to identify research ideas and funding opportunities.

❖ *Researchers communicate idea for Research Proposal to the R&IO*

- Researchers communicate ideas via e-mail communications and/or personal meetings with the R&IO.

❖ *The R&IO promotes research opportunities to Researchers*

- The R&IO informs Researchers about existing research opportunities via:
 - Targeted e-mail communications (e.g. call in specific areas, calls for partners)
 - Announcements on the Research section of the University webpage
 - Organization of information sessions to brief Researchers on the types of funding programmes available.
- The R&IO advises and assists Researchers to:
 - Select which funding programme to apply for
 - Identify potential networks and partners for collaboration.

➤ Step 2: *Decision on Research Proposal*

Researchers decide on the Research Proposal to be submitted and the type of funding they will seek, and decide whether to enter a Research Proposal as a *Host Organisation* or *Partner*.

❖ *Researchers examine Research Proposal and decide on role as Host Organisation or Partner*

- If a decision is made that UNIC shall participate in the project as a *Host Organisation*, the Researchers must identify who will assume the role of *Project Coordinator* (PC) and identify the partners that will also be involved in the project. If a decision is made that UNIC will participate in the project as a *Partner*, the Researchers must identify who will assume the role of *Partner Research Coordinator* (PRC). Researchers are encouraged to review **Appendix B: Form S5. Checklist: Participation in Research Proposal as Partner** and may consult with the R&IO to arrive at a decision.

Stage 2: Submission

➤ Step 3: *Development of a Research Proposal*

The PC and the PRC collaborate with the R&IO to develop the Research Proposal.

❖ *The R&IO organizes and informs PCs/PRCs/Researchers of training seminars*

- The R&IO organizes training seminars regarding Research Proposal development in accordance with the schedule of funding agency announcements and calls for proposals. The aims of these seminars are to:
 - Explain the procedures and regulations of local and EU grants
 - Improve grant writing skills
 - Improve budget development skills.
- The R&IO will also:
 - Communicate and cooperate with funding agencies for the delivery of specific training sessions
 - Inform PCs/PRCs/Researchers via email regarding available external information sessions & training seminars.

If UNic participates as a *Host Organisation*:

❖ *The PC develops Research Proposal and Budget*

- Following consultation of the funding agency guidelines, the PC:
 - develops the *Research Proposal*
 - prepares a draft of the overall *Budget* (including Own and Partner Budget sections)
 - requests *Letters of Intent* from all Project Partners.
- The PC must contact the R&IO and the FO at least **10 working days** before the submission deadline to request a check of the *Administrative* and *Budget* sections of the Research Proposal.

If UNic participates as a *Partner*:

❖ *The PRC develops Research Proposal and Budget*

- The PRC collaborates with the Project Coordinator (PC) of the Host Organisation to prepare:
 - the relevant sections of the *Research Proposal*
 - the relevant section of the *Budget*

- the required *Letter of Intent*.
- The PRC must contact the R&IO and the FO at least **10 working days** before the submission deadline to request a check of the *Administrative* and *Budget* sections of the Research Proposal.

❖ ***The R&IO checks the Administrative section of the Research Proposal***

- The R&IO reviews the *Administrative* section of the Research Proposal and provides the PC or the PRC with feedback within **3 working days**.
- The R&IO acquires all the relevant official signatures and stamps needed.

❖ ***The FO reviews the Budget of the Research Proposal***

- The FO contacts the PC or the PRC and arranges for a meeting to review the *Budget* section of the Research Proposal and provides feedback within **3 working days**.

➤ **Step 4: Submission of a Research Proposal**

The PC and PRC finalize and submit the completed Research Proposal in accordance with the specific funding agency submission guidelines.

If UNiC participates as a Host Organisation:

❖ ***The PC prepares all necessary documents for submission of Research Proposal***

- The PC must submit any forms that require official signatures and stamps to the R&IO at least **5 working days** before the official submission deadline.

❖ ***The R&IO assists in the preparation of documents required for submission***

- The R&IO acquires all the relevant signatures and stamps needed.

If UNiC participates as a Host Organisation:

❖ ***The PC finalizes and submits the Research Proposal***

- The PC is responsible for:
 - Collecting all necessary documents from the R&IO
 - Finalizing and submitting the completed Research Proposal to the relevant funding agency in accordance with the submission guidelines and criteria

- Informing the R&IO of the submission code assigned to the submitted proposal by the funding agency via e-mail (where applicable) and submitting the proposal electronically to the R&IO.

If UNic participates as a *Partner*:

❖ *The PRC finalizes and submits appropriate sections of Research Proposal*

- The PRC is responsible for:
 - Collecting all necessary documents from the R&IO
 - Finalizing and submitting the completed proposal to the PC of the Host Organisation in accordance with the submission guidelines
 - Informing the R&IO of the submission code assigned to the submitted proposal by the funding agency via e-mail (where applicable) and submitting the proposal electronically to the R&IO.

Stage 3: Post-submission

➤ Step 5: Receipt of evaluation of results

In the event of a successful proposal the PC and the PRC inform the R&IO of the evaluation result.

- If UNic is participating as a *Host Organisation* in a Research Proposal, the PC prepares to undergo a negotiation meeting with the funding agency.
- If UNic is participating as a *Partner* they do not need to attend a negotiation meeting. In this case the PRC prepares and submits any required documentation required by the PC of the Host Organisation.

If UNic participates as a *Host Organisation* or *Partner*:

❖ *The PC or PRC informs the R&IO regarding the outcome of the submitted Research Proposal*

- In the event that a proposal is successful:
 - The PC and the PRC inform the R&IO about the outcome of the Research Proposal
 - The PC informs the R&IO that the Research Proposal must go for negotiation.
 - The PC and the PRC complete and submit **Project Financial Approval Form** (see **Appendix B, Form S3**), as well as an electronic version of the Research Proposal (including the *Budget*) to the FO.

- The PC and the PRC complete and submit the relevant **Research Ethics Committee Checklist** (see **Appendix B, Form S4.1 or S4.2**) to the R&IO.

❖ **The R&IO liaises with the REC**

- The R&IO:
 - Submits the completed **Research Ethics Committee Checklist** (see **Appendix B, Form S4.1 or S4.2**) to the REC
 - Communicates the decision of the REC to the PC or the PRC.

❖ **The REC reviews the Research Ethics Committee Checklist**

- The REC reviews the **Research Ethics Committee Checklist** (see **Appendix B, Form S4.1 or S4.2**) and communicates decision to the R&IO.

❖ **The FO liaises with the FC**

- The FO:
 - Submits the completed **Project Financial Approval Form** (see **Appendix B, Form S3**) to the FC
 - Communicates the decision of the FC to the PC or the PRC.

❖ **The FC reviews the Project Financial Approval Form**

- The FC reviews the **Project Financial Approval Form** (see **Appendix B, Form S3**) and communicates decision to the FO.
- In the event that the Project Financial Committee rejects the proposal, the PC or PRC can appeal the decision. In this case, the PC/PRC should contact the R&IO for further information.

➤ **Step 6: Call for negotiations**

The PC and the FO attend a negotiation meeting with the funding agency. The PRC does not attend a negotiation meeting.

If UNic participates as a Host Organisation:

❖ **The PC attends negotiation meeting**

- The PC:
 - Informs the R&IO when the negotiation meeting will take place so that the FO accompanies the PC to the funding agency

- Meets with the funding agency to undergo a negotiation process before signing the official *Project Contract*.

❖ **The FO assists the PC with the final Budget**

- The FO performs a final *Project Budget* check in order to review any changes that may have occurred during the negotiation stage.
- In the event that there are significant changes to the *Project Budget*, the FO must obtain approval from the FC.

❖ **The R&IO liaises with the Law Clinic**

- The R&IO may consult with the Law Clinic if considered necessary prior to the signing of the *Project Contract* and/or the *Partnership/Consortium Agreement*.

❖ **The Law Clinic offers legal advice (if applicable)**

The Law Clinic may offer legal advice and counsel regarding the *Project Contract* and/or the *Partnership/Consortium Agreement*.

➤ **Step 7: Contract signing**

- The R&IO collaborates with the PC or PRC to coordinate the activities involved in signing the *Partnership/Consortium Agreement*, *Project Contract* and *Individual Contracts (if applicable)*.

If UNic participates as a Host Organisation:

❖ **The R&IO assists in preparation of documents for the signing of the Project Contract**

- The R&IO will:
 - Prepare a *Partnership/Consortium Agreement* and send this to the PC to obtain the necessary signatures from all Project Partners
 - Contact the PC to arrange for the legal representative to sign the *Project Contract*

If UNic participates as a Partner:

❖ **The R&IO assists in preparation of documents required for project**

- The R&IO will:
 - Contact the PRC to arrange for the legal representative to sign the *Partnership/Consortium Agreement*

If UNic participates as a *Host Organisation*:**❖ *The PC coordinates activities required for the signing of the Project Contract***

- The PC must:
 - Contact the Project Partners in order to obtain the necessary signatures for the *Partnership/Consortium Agreement*
 - Submit the original signed *Partnership/Consortium Agreement* to the R&IO and keep a copy of the signed document in their project file
 - Submit the original signed *Project Contract* to the R&IO and keep a copy of the signed document in their project file.

If UNic participates as a *Partner*:**❖ *The PRC coordinates activities required for the signing of the Partnership/Consortium Agreement***

- The PRC must:
 - Submit a copy of the signed *Partnership/Consortium Agreement* to the R&IO and keep a copy of the signed documents in their project file.

**UPON COMPLETING THESE 7 STEPS, THE PC/PRC/RESEARCHER MUST REFER TO THE
'STEP-BY-STEP GUIDE FOR THE MANAGEMENT OF FUNDED PROJECTS'**

NOTE: PCs and PRCs are responsible to start their projects in accordance with the date on the official *Project Contract*. They must **not** wait to receive the first installment before they start working on the project.

**Appendix A:
Rules and Regulations for Submission of Research
Proposals for Funding**

Request for Internal Funding

- In the event that the research project requires University internal funding (e.g. for the purchase of equipment or to cover the cost of depreciation of equipment) the PC/PRC must complete and submit the ***Request for Internal Funding Form*** (see ***Appendix B, Form S1***) to the R&IO prior to the submission of the Research Proposal.

Request for Space Allocation

- In the event that the research project requires the allocation of space and/or facilities within the University (e.g. to house scientific equipment purchased through the research project) the PC/PRC must complete and submit the ***University Space Allocation and Facilities Request Form*** (see ***Appendix B, Form S2***) to the R&IO prior to the submission of the Research Proposal.

Budget Categories

- PCs/PRCs/Researchers must follow **the rules and regulations set out by the funding agency under the specific programme for each particular budget category.**
- PCs/PRCs should be aware that **VAT should be included in the budgeted costs** of each project as VAT is not recoverable by the UNic.
- PCs/PRCs **should plan their Budget carefully** as expenses that will be considered non-eligible or expenses incurred beyond the approved budget categories will not be reimbursed.
- Budget categories may include, but are not limited to the following:
 - **Staff costs**
 - **Durable equipment**
 - **Computers & software**
 - **Costs for buildings**
 - **Costs for external services**
 - **Dissemination and exploitation costs**
 - **Travel costs**
 - **Consumables**
 - **Other specific costs**
 - **Overhead costs**
 - **Staff costs**
 - Staff will also be asked to keep monthly timesheets to be approved by the PC /PRC and subsequently by the FO.
 - In case PCs/PRCs/Researchers are not certain regarding their eligibility to participate in a Research Proposal they should contact the R&IO.
 - **Durable equipment**
 - Durable equipment purchased through funded projects is the property of the organization under which the Research Proposal is submitted.
 - In the event that the research project requires the purchase of equipment, where funding cannot be provided by the funding agency or where depreciation of the equipment cannot be covered by the funding agency or when it is necessary to request the use of University facilities, the PC/PRC must complete Form S1 (see ***Appendix B, Form S1: Request for Internal Funding Form***) prior to the submission of the Research Proposal. The PC/PRC must submit the completed Form S1 to the FO.
 - Funding agencies pay for the time the equipment is used during the project.

- For Cyprus Research Promotion Foundation (RPF) projects, depreciation (the economic life) for durable equipment is 60 months.
 - Example: Assume the duration of the project is 3 years. Cost of equipment x percentage of use during the project x duration of the project / depreciation: $\text{€}1000 \times 100\% \times 36 / 60 = \text{€}600$ negative balance $\text{€}400$. The agency will pay $\text{€}600$ out of $\text{€}1000$. The remaining $\text{€}400$ is not covered by the funding agency.
- **Computers & software**
 - Computers and software purchased through funded projects is the property of the organization under which the Research Proposal is submitted.
 - In the event that the research project requires the purchase of computers and software, where funding cannot be provided by the funding agency or where depreciation of the equipment cannot be covered by the funding agency, the PC/PRC must complete Form S1 (see **Appendix B, Form S1: Request for Internal Funding Form**) prior to the submission of the Research Proposal. The PC must submit the completed Form S1 to the FO.
 - Funding agencies pay for the time the equipment is used during the project.
 - For RPF projects, depreciation (the economic life) for computers & software is 36 months.
 - Example: Assume the duration of the project is 2 years. Cost of computer x percentage of use during the project x duration of the project / depreciation: $\text{€}1000 \times 100\% \times 24 / 36 = \text{€}667 \rightarrow$ negative balance $\text{€}333$. The agency will pay $\text{€}667$ out of $\text{€}1000$. The remaining $\text{€}333$ is not an eligible expense.
- **Subcontracting**
 - In the case that the Research Proposal is successful the R&IO will prepare a Contract with the sub-contractor.
- **Dissemination and exploitation costs**
 - **Organization of conference/seminars**
 - Funding for Conferences/seminars will only be covered by funding agencies if it is included in the original *Project Budget*.
 - **Conference participation**
 - The PC/PRC/Researchers should be careful to budget for expenses that will be incurred due to conference participation.
 - The funding agency will provide funding for conferences directly related to the research project and only when the specific research project is presented in these conferences in the form of oral or poster presentations.
 - The Researchers will be asked to provide proof of conference participation.
- **Travelling costs**
 - The PC/PRC/Researchers should be careful to budget correctly for expenses that will be incurred due to travelling.
 - The funding agency will provide funding for travelling that is directly related to the research project.

- The PC/PRC/Researchers that will travel abroad for research purposes (that are planned in the Budget) will be asked to submit to the R&IO invitations for meetings, agendas and meeting minutes.
- **Consumables**
 - Consumables that will be covered by the budget must be consumables that are specifically related to the research project (i.e. there must be a direct explanation of the role the consumables will have in the specific project).
- **Other specific costs**
 - Specific costs refer to expenses that cannot be classified under any of the other previous categories.
 - If any project-related costs fall under this category the PC/PRC should consult with the FO.
- **Overhead costs**
 - Overhead costs refer to costs that derive from research activity and cannot be classified under any of the categories above. These costs typically include electricity, water, telephone calls, secretarial and finance support.
 - Faculty/Researchers must charge the maximum overhead rates allowed through each funding agency, which are typically as follows:
 - **Cyprus Research Promotion Foundation (RPF): 20%**
[Research Proposals submitted under the “Upgrading of Existing Infrastructure” and “New Infrastructure” programmes may be exempt from this rate.]
 - **EU Programmes:**
 - 7th Framework Programme (FP7): 20%
 - Other Programmes: maximum applicable rate per call (typically 7%)
 - The University of Nicosia policy on overhead rates is as follows:
 - The University of Nicosia will claim a *minimum* 10% overhead rate on the total budget received by the University even if the maximum overhead eligible through the EU funding is 7%.

In instances where the maximum overheads eligible through the EU funding is 7% but the University of Nicosia claims the minimum 10% overhead rate:

 - The 7% overhead amount will stay with the University to cover the cost of overheads (e.g. electricity and water, telephone calls, secretarial and financial support).
 - The remaining 3% will be set aside in a Research Fund in order to support the research activities of University faculty and researchers.
 - Please consult the R&IO as overhead rates may be subject to change.

Appendix B: Research Proposal Submission Forms and Checklists

S1. Request for Internal Funding Form

Please see the notes below before completing this Form.

A. General Information								
Name & Surname								
Position								
Department & School								
Project Title								
Project Code								
Estimated Project Start & End Date								
Project Duration (in months)								
Role in Project		<input type="checkbox"/> Host Organisation <input type="checkbox"/> Partner						
B. Equipment Cost & Depreciation								
Item required	Estimated cost (€)	VAT (€)	Total cost (€)	Duration of use of asset (in months)	20% depreciation per annum for durable equipment	33.3% depreciation per annum for computer software	RPF funding (€)	Own funding (€)
TOTAL								
C. Amount requested to be covered by Own Funding								
D. Benefit of the equipment for the University								
Please provide a brief description of the equipment required within the framework of the Research Proposal. Explain how the University may benefit from the equipment (i.e. how your Department or other Departments may utilize the equipment, if the equipment could be used for teaching purposes (e.g. labs) or other research projects, if undergraduate and postgraduate students can utilize the equipment).								
E. Recommendation by Finance Officer								
Signature:					Date:			

S2. University Space Allocation and Facilities Request Form

Please see the notes below before completing this form.

A. General Information	
Name & Surname	
Position	
Department & School	

Project Title	
Project Code	
Estimated Project Start & End Date	
Project Duration (in months)	
Role in Project	<input type="checkbox"/> Host Organisation <input type="checkbox"/> Partner
Research Proposal Submitted Under	<input type="checkbox"/> University of Nicosia

B. Space and/or Facilities Required
<p>Please provide a brief description of the space and/or facilities required within the framework of the Research Proposal, outlining the specific use of the space, the duration that the space is required for, any identified costs that may be incurred through the use of the space and the expected benefits the University may gain through the allocation of the space.</p>

Space and/or Facilities Checklist	Please indicate the space and/or facilities that are required within the framework for the Research Proposal by ticking the relevant boxes below.	
	<input type="checkbox"/> Laboratory <input type="checkbox"/> Office space <input type="checkbox"/> Desk <input type="checkbox"/> Chair	<input type="checkbox"/> Computer <input type="checkbox"/> Printer <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Other facilities (please specify): <hr/> <hr/> <hr/>

Signature:		Date:	
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FOR OFFICIAL USE ONLY	
Recommendation by Director, Research & Innovation Office	
Approved: <input type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No Remarks: 	Signature: _____ Date: _____
Recommendation by Head of Facilities	
Approved: <input type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No Remarks: 	Signature: _____ Date: _____
Decision by President of the Council	
Approved: <input type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No Remarks: 	Signature: _____ Date: _____

NOTES

1. The Form should be completed by the Project Coordinator (PC) or Project Research Coordinator (PRC) prior to the submission of any Research Proposal through which Researchers may require allocation of specific space or facilities by the University of Nicosia for the effective implementation of their project.
 2. The completed Form should be submitted to the Research & Innovation Office at least 5 working days prior to the submission of the Research Proposal.
-

S3. Project Financial Approval Form

Please submit this form to the Research & Innovation Office with a copy of the project proposal (including the budget/financial section) **as soon as you consider entering into a research proposal.**

Disclaimer: Faculty/Researchers engaged in funded projects are solely responsible for the financial outcome of the project. Any losses incurred through the project will be borne by the Faculty/Researcher.

Number (official use):	
Receipt Date (official use):	
Return Date (official use):	

1. Project Overview: 1

To be completed by Faculty/Researcher

UNIC Funded (self funded) <input type="checkbox"/>	Tender <input type="checkbox"/>	Funded Project <input type="checkbox"/>	Local/National <input type="checkbox"/>
			EU <input type="checkbox"/>
			International <input type="checkbox"/>

Funding Agency/Programme applied to (i.e. RPF, FP, Ministry, EC):

Title of project:

UNIC participation	Coordinator <input type="checkbox"/>
	Partner <input type="checkbox"/>

Brief summary:

Expected outcomes:

Future prospect for UNIC:

UNIC Coordinator and person responsible for the project

Proposed Starting Date:

End Date:

Duration:

2. Preparation Phase:		<i>To be completed by Faculty/Researcher</i>	For Internal Use ONLY
Expectations from UNIC		<i>Comments (explanation)</i>	
Administrative support	YES <input type="checkbox"/> NO <input type="checkbox"/>		2.1
Financial support	YES <input type="checkbox"/> NO <input type="checkbox"/>	(include: Bank guarantee, courier etc)	2.2
Legal support	YES <input type="checkbox"/> NO <input type="checkbox"/>		2.3
Logistics support	YES <input type="checkbox"/> NO <input type="checkbox"/>		2.4
Review Documentation /proposal	YES <input type="checkbox"/> NO <input type="checkbox"/>		2.5
Other support	YES <input type="checkbox"/> NO <input type="checkbox"/>		2.6

3. Implementation Phase:		<i>To be completed by Faculty/Researcher</i>	For Internal Use ONLY
Expectations from UNIC		<i>Comments (explanation)</i>	
Administrative support	YES <input type="checkbox"/> NO <input type="checkbox"/>	R&IO & FO support	3.1
Project Management	YES <input type="checkbox"/> NO <input type="checkbox"/>		3.2
Financial support (Bank guarantee, Courier etc)	YES <input type="checkbox"/> NO <input type="checkbox"/>		3.3
Legal support	YES <input type="checkbox"/> NO <input type="checkbox"/>		3.4
Logistics support	YES <input type="checkbox"/> NO <input type="checkbox"/>		3.5
Space allocation	YES <input type="checkbox"/> NO <input type="checkbox"/>		3.6
Employment of new staff	YES <input type="checkbox"/> NO <input type="checkbox"/>		3.7
Equipment	YES <input type="checkbox"/> NO <input type="checkbox"/>		3.8
Other support (e.g. teaching time release)	YES <input type="checkbox"/> NO <input type="checkbox"/>		3.9

4. Logistics:		<i>To be completed by Faculty/Researcher</i>
Proposal/Tender written by:	<i>Comments (explanation):</i>	
Internally	<input type="checkbox"/>	
External body	<input type="checkbox"/>	
Coordinator	<input type="checkbox"/>	
Partner	<input type="checkbox"/>	
Persons to sign all legal documents on behalf of UNIC:		
Royalty rights:		
Property rights over fixed assets acquired from project funds:		

7. Proposal Review:		<i>To be completed by the Research & Innovation Officer</i>	
Proposal/Tender Comments:	Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>	
Previous collaboration with any of the partners: Yes <input type="checkbox"/> NO <input type="checkbox"/>			
Do you recommend the partners for this proposal/tender? Yes <input type="checkbox"/> NO <input type="checkbox"/> (in case of NO, please comment)			
Staff responsible for the implementation and completion of the project:			
Research & Innovation Director's Signature		Name: _____ Date: _____	

8. Initial Acknowledgment by Project Coordinator (PC)/Partner Research Coordinator (PRC)			
PC/PRC:			
Name:		Name:	
Date:		Date:	
Proposal/Tender prepared by:			
Name:		Name:	
Date:		Date:	
Recommended by:			
Dean of School / Head of Department:		Director of Research & Innovation Office:	
Name:		Name:	
Date:		Date:	

9. Decision by Project Finance Committee:

APPROVED* by the Project Finance Committee during its meeting on __ / __ / _____.
(Subject to the terms and conditions of the **project budget/financial section** and the additional terms and conditions below).

REJECTED* by the Project Finance Committee during its meeting on __ / __ / _____.

George Soleas – Chairman	Approved / Rejected	Signature _____
Christos Vlachos	Approved / Rejected	Signature _____
Odysseas Christodoulou	Approved / Rejected	Signature _____
<p>Comments:</p>		

10. Final Acknowledgment by Project Coordinator (PC)/Partner Research Coordinator (PRC):

APPROVED* by the PC/PRC during the meeting held with the Finance Officer on __ / __ / _____.
(Subject to the terms and conditions of the **project budget/financial section** and the additional terms and conditions below).

REJECTED* by the PC/PRC during the meeting held with the Finance Officer on __ / __ / _____.

PC/PRC:	Approved / Rejected	Signature _____
Finance Officer:	Approved / Rejected	Signature _____
<p>Comments:</p>		

S4.1 REC Checklist for Projects in Medicine, Biology, Chemistry and Other Applied Sciences

A. General Information

Name & Surname	
Position	
Department & School	

B. Project Information

Funding Agency	
Project Title	
Project Code	
Estimated Project Start & End Date	
Project Duration (in months)	
Role in Project	<input type="checkbox"/> Host Organisation <input type="checkbox"/> Partner
Research Proposal Submitted Under	<input type="checkbox"/> University of Nicosia
Summary (max. 300 words)	
Literature review (max. 500 words)	
Research method(s) and procedure(s) (max. 500 words)	
Expected results (max. 500 words)	
Bibliography	

C. Ethics Information		
Subject/Topic*	YES	NO
Participation of human subjects		
Individuals who cannot provide own written consent		
Individuals between the ages of 16- 18 years		
Individuals below the age of 16 years old		
Participation of adult (above the age of 18 years) volunteers		
Participation of specific group of patients		
Use of any biological samples of human origin		
Use of human genetic material		
Use of stem cells		
Use of stem cells from human embryos		
Use of stem cells from human subjects		
Use of embryonic tissue		
Use of human embryos		
Use of human oocytes		
Use of human sperm cells		
Use of pharmaceutical regimes		
Use of placebo		
Known side effects of the pharmaceutical regimes		
Management of personal data		
Management of medical data		
Management of biochemical data		
Management of genetic data		
Management of anonymous data		
Human cloning		
Human reproductive cloning		
Production of human embryos (all stages)		
Intervention for the introduction of permanent changes in the human genome (heritable change)		
Use of animals		
Generation or use of transgenic organisms		
Use of stem cells of animal origin		
Intervention for the introduction of permanent changes in the animal genome (heritable change)		
Use of genetically modified microorganisms/organisms		
Use of genetically modified plants		
Genetic modification of microorganisms or/and plants		
Release of genetically modified microorganisms and/or organisms and/or plants		

Signature:		Date:	
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* Source: Cyprus National Bioethics Committee, www.bioethics.gov.cy

S4.2 REC Checklist for Projects in Humanities, Social Sciences, Law, Business and Other Relevant Disciplines

A. General Information

Name & Surname	
Position	
Department & School	

B. Project Information

Funding Agency	
Project Title	
Project Code	
Estimated Project Start & End Date	
Project Duration (in months)	
Role in Project	<input type="checkbox"/> Host Organisation <input type="checkbox"/> Partner
Research Proposal Submitted Under	<input type="checkbox"/> University of Nicosia
Summary (max. 300 words)	
Literature review (max. 500 words)	
Research method(s) and procedure(s) (max. 500 words)	
Expected results (max. 500 words)	
Bibliography	

Signature:		Date:	
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S5. Checklist: Participation in Research Proposal as Partner

Before deciding whether or not to enter into a Research Proposal as a Partner, Researchers are encouraged to go through the checklist below in order to make sure that they obtain all the necessary information required in order to make a decision.

A research opportunity has arisen. Do you know:

- ☒ Which funding agency is involved?
- ☒ What is the time frame of the project?
- ☒ What is the expected budget?
- ☒ Is the budget co-financed, and if so, what is the ration of the budget in terms of funded/ co-funded finance?
- ☒ What are the specific activities that the University of Nicosia will be expected to undertake?
- ☒ What are the travelling requirements of the project?
- ☒ Is there any specific equipment that the project may require?
- ☒ Who are the other partners involved in the project?

Once you have gathered all the information above then you will be in a position to make an informed decision.