

UNIVERSITY OF NICOSIA

Research Handbook

Research & Innovation Office

Last Revised: April 2013

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Scope of this Handbook

This Research Handbook has been prepared to provide Faculty and Researchers with an overview of the policies and structures that encourage and support research at the University of Nicosia. The Handbook contains information on the scope and aims of the Research & Innovation Office, which serves as the link between the research community at the University of Nicosia, the University Research Committee and the Academically Affiliated Institutions, primarily the University of Nicosia Research Foundation. Moreover, this Handbook introduces Faculty and Researchers to the various Academically Affiliated Institutions collaborating with the University, as well as established links with industry. A brief overview of local and European funding sources are also presented to inform Faculty and Researchers of the different funding opportunities available to them.

With nearly a decade of relevant experience and expertise, the Research & Innovation Office is available to offer Faculty and Researchers up-to-date information regarding the research opportunities available, support them in the development and submission of research proposals, as well as guide and train them in the effective implementation of awarded projects. Updated information on research at the University and ongoing activities of the Research & Innovation Office will be available under the constantly updated *Research/Publications* section of the University website.

This Handbook will be updated annually in order to ensure that Faculty and Researchers are informed of the latest developments concerning research at the University of Nicosia. Moreover, the Handbook aims to incorporate the views of Faculty and Researchers and, as such, the Research & Innovation Office continually welcomes constructive feedback. Please send your suggestions for changes and improvements to research@unic.ac.cy.

Disclaimer

Every effort has been made to ensure the accuracy of the information included in the University of Nicosia Research Handbook. Information contained in this Handbook 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 Handbook.

1. Research Policies

1.1. Research at the University

The University believes that research is vital for the provision of a stimulating learning environment in which Faculty and students flourish and fulfil their potential. The University also believes that involvement in research ensures the design and delivery of the University's curriculum is both up-to-date and relevant. Research encourages the development of open and critical minds – a vital part of the University's education philosophy through which students interact with Faculty and Researchers who are working at the forefront of subject knowledge and professional practice and are also involved in research through student projects and case studies.

1.2. Research Collaborations

The University considers interdisciplinary and collaborative research to be of particular importance in support of its mission and its desire to attract and retain high quality Faculty and developing stronger relationships with institutions (government, industry and organizations) nationally, regionally and internationally.

1.3. Research and Faculty

The University expects that the majority of its Teaching Research Faculty will be active in research, an activity monitored as part of the annual evaluation system. The University accepts that the nature of research differs from discipline to discipline and covers a wide range of scholarly and intellectual activities. The University differentiates between (1) research and scholarship, which leads to the advancement of knowledge, and (2) other scholarly activity, which involves keeping abreast of subject developments, curriculum development, and the writing of textbooks.

1.4. Research Definitions

The University adopts as the basis for its policy on research and scholarship the following definitions:

- a. Basic Research:** experimental or theoretical work undertaken primarily to acquire new knowledge without any specific application initially in mind;
- b. Strategic Research:** work intended to generate new knowledge in an area which has not yet advanced sufficiently to enable specific applications;
- c. Applied Research:** work which seeks to develop existing knowledge and is directed towards specific practical objectives and research applications or towards the evaluation of policies or practices;
- d. Creative Work:** the invention and generation of ideas, images, performances or artefacts, including design which leads to the development of new knowledge, understanding or expertise;
- e. Scholarship:** work intended to expand the boundaries of knowledge and understanding within and across disciplines by the analysis, synthesis and interpretation of ideas and information, making use of a rigorous and documented methodology and which results in publications.

1.5. Research Support

The University supports research by:

- Encouraging all kinds of research as defined above;
- Actively supporting Faculty to seek funding from a range of sources, including government, commercial and industrial sources at a national and international level;
- Targeting its own research funding in accordance with the University and School Research Plans and through inter alia the support of University affiliated research centres, interdisciplinary research, collaborative research with other institutions and individual research projects of proven or potential quality;
- Using Sabbatical Leave and Leave Without Pay as an important element of research development and support;
- Providing Research Time Release to Faculty members who engage in research, as defined in the University's Policy and Collective Agreement;
- Providing funding for attending and presenting papers in seminars and conferences, and funding for research material such as books, journals and conference proceedings;
- Investing in Information Technology and on-line access to research databases;
- Maintaining effective and efficient procedures for the management of research projects and for monitoring the progress of research students;
- Developing systems for the support of new researchers, and for other research staff through the principles advocated under the European Charter for Researchers;
- Ensuring that research students benefits from an appropriate programme of research training in addition to the pursuit of their individual research projects;
- Pursuing the practice of peer group assessment in the evaluation of internally-funded research project proposals and final project reports;
- Encouraging Faculty and student researchers to publish their research results in peer-reviewed journals, books, electronic media, conferences, exhibitions and performances;
- Encouraging research links with the various relevant research funding organizations, government bodies, the community, industry, commerce, voluntary organisations and with the professions, regionally, nationally and internationally;
- Developing and using performance indicators related to research in evaluating the implementation of this research policy and its associated plans; and developing and publishing a three-year rolling action plan for the implementation of this policy. This plan should include a review of past University investment in research, and annual targets for research expenditure, income and output for each School of the University. The plan should be regularly monitored and updated following consultation.

1.6. Responsible Research Conduct

Research is a critical function for a University that wishes to be considered part of the knowledge creation community. Research within an academic community is undertaken within certain ethical guidelines that allow knowledge claims to be made by its Faculty and Staff and for them to be universally acknowledged. The following general principles are the basis upon which research should be conducted within the University. In stating them the emphasis is placed on producing high quality, original works as much as the quantity of output and on research for all who participate in the research.

1.6.1. General Principles

- Research is a required endeavour for Faculty at the University and must be conducted with integrity and to the highest level of professional ethical standards.
- Due respect for subjects and colleagues must be maintained throughout any research activity.
- Senior Faculty are expected to assist new Faculty members in undertaking research activities and the University will provide basic research training.
- All Faculty/Researchers are required to disclose any potential conflict of interest to the University and funding agencies.

2. Research Supporting Structures

The University Research infrastructure for supporting research activities consists of the **(Figure 1)**:

- a) University Research Committee
- b) University Research Ethics Committee
- c) School Research Committees
- d) Research & Innovation Office (see Section 3)

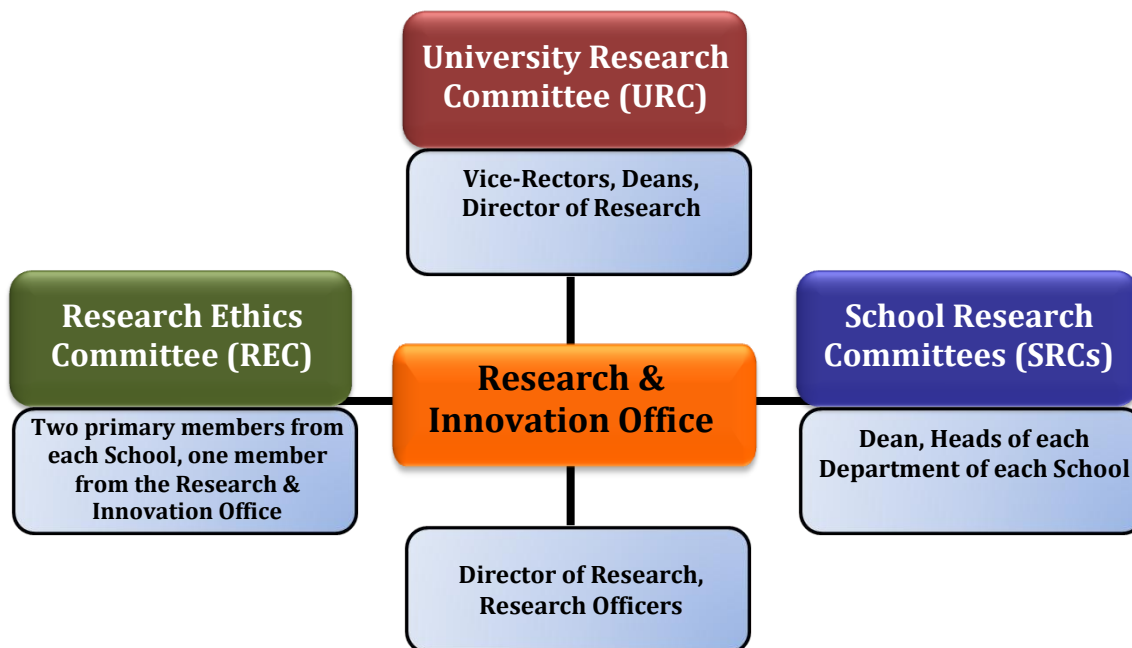


Figure 1 – Research Supporting Structures

2.1. University Research Committee

The University Research Committee (URC), chaired by the Director of Research, is responsible for the development of the University Research Policy and Strategies to assist the University in meeting its research objectives. It is the highest research coordinating body of the University.

2.1.1. Membership of the University Research Committee

- Vice-Rectors
- Deans
- Director of Research (Chair)
- Invited (non-voting) experts as and when it is considered essential to seek their advice

2.1.2. Scope of the University Research Committee

The functions of the URC are to:

- formulate strategies to assist the University in meeting its research objectives;
- identify and use the means by which the University can engage in emerging research opportunities;

- monitor and review research performance across the University and advise the Senate and the Council on the University's research strategies, priorities and performance;
- interact with external research funding agencies;
- advise the Senate and the Council on the allocation of any funds to support the research strategy;
- advise the Senate and the Council on an appropriate strategy for the submission of proposals for University funded research;
- foster the marketing of research activities as a mechanism for enhancing grant and contract income from industrial and research funding sources;
- consider research matters arising from Departmental Reviews referred to it by the School Research Committees;
- advise on any matters referred to it by the Senate and the Council;

2.2. Research Ethics Committee

The Research Ethics Committee (REC) is an independent body and is not subject to the administrative control of any academic body, officer, department or national body and has the powers provided by the relevant Republic of Cyprus Laws.

2.2.1. Membership of the University Research Ethics Committee

- Two faculty members from each School
- One representative from the Research & Innovation Office

Each School Research Committee will nominate two members for service on the REC. The nominees have to be approved by the URC. The members of the REC will be electing the chair of the REC for a period of 2 years. The length of service for each member (except the ex-officio members) will be two years. The members are entitled to an additional consecutive term of service (maximum of two consecutive terms will be allowed). A member is entitled to apply for new membership two years after two consecutive terms end.

2.2.2. Scope of the Research Ethics Committee

The guiding principle for the REC's decisions is the protection of research participants' human rights. The primary purpose behind this principle is to ensure that no research project is permitted to override or outweigh the health, care, dignity, human rights and well-being of the participant. Researchers, in the presentation of their project proposals, must address issues of ethics and sensitivity of participants and information, and provide adequate guarantees in relation to these issues. The purpose of REC is also to contribute to the protection of Researchers and the University of Nicosia from risk(s) emanating from the conduct of research. Support from the REC should be seen as a pre-assessment phase. It does not contradict, but it is helpful towards, the application process to the Cyprus National Bioethics Committee, should this be needed.

2.3. School Research Committees

The aim of the School Research Committee (SRC), one for each School, is to enhance the research profile and reputation of the School both within and outside the University. Its role is to encourage, facilitate and support research in the School and, where possible, to extend this to cross-departmental, cross-school and interdisciplinary synergy and collaboration. This Committee is where the majority of research management takes place, thus giving more responsibility at school level. The SRC meets on a regular basis and will concern itself with the quality and quantity of research activity and output.

2.3.1. Membership of Each School Research Committee

Membership will consist of at least five persons and should include the:

- Dean of the School
- Heads of the Departments and
- The Directors/Leaders of the School's Research Institute/Centres and/or senior faculty active in research may be invited by the Dean as non-voting members.

2.3.2. Scope of Each School Research Committee

To achieve its aims each SRC will:

- advise the School Dean on strategic issues with implications for research and disseminate timely information concerning the School's Research Strategy throughout the School;
- review School Faculty research and draft the Research Strategy for the School including the allocation of monetary and non-monetary research resources;
- identify and develop School Research Themes (areas of possible research collaboration within the School) and research collaborations within the University (other Schools, Research Institutes/Centres);
- co-ordinate and rank applications for competitive funds (research grants, start up of research projects and for small cost research equipment¹);
- allocate and monitor research funds allocated to the School and report to the URC on their use;
- encourage research meetings and interdisciplinary research to further the research interests of the Faculty;
- set up research activities, in association with the Research & Innovation Office, where Faculty present their research and discuss future plans; and
- collect data on research conducted in the School (recent research publications, grants, patents, etc.) and prepare an annual report to the URC;

¹ In the events of internal funding the allocation of this money will initially be determined by the URC on the basis of the priorities put forth by the SRCs and then disbursed through the SRCs according to those priorities.

3. Research & Innovation Office

The Research & Innovation Office (R&IO) is at the core of the University Research Infrastructure and works in close collaboration with the URC, the SRCs and the REC. The R&IO provides specialist information, guidance and advice for Faculty and Researchers at the University of Nicosia and its Academically Affiliated Institutions, namely the University of Nicosia Research Foundation.

3.1. Management Structure

The R&IO is headed by the University's Acting Director of Research and staffed by two Senior Research Officers, and a Finance Officer (**Figure 2**). The Acting Director of Research is reporting to the Vice Rector for Faculty and Research.

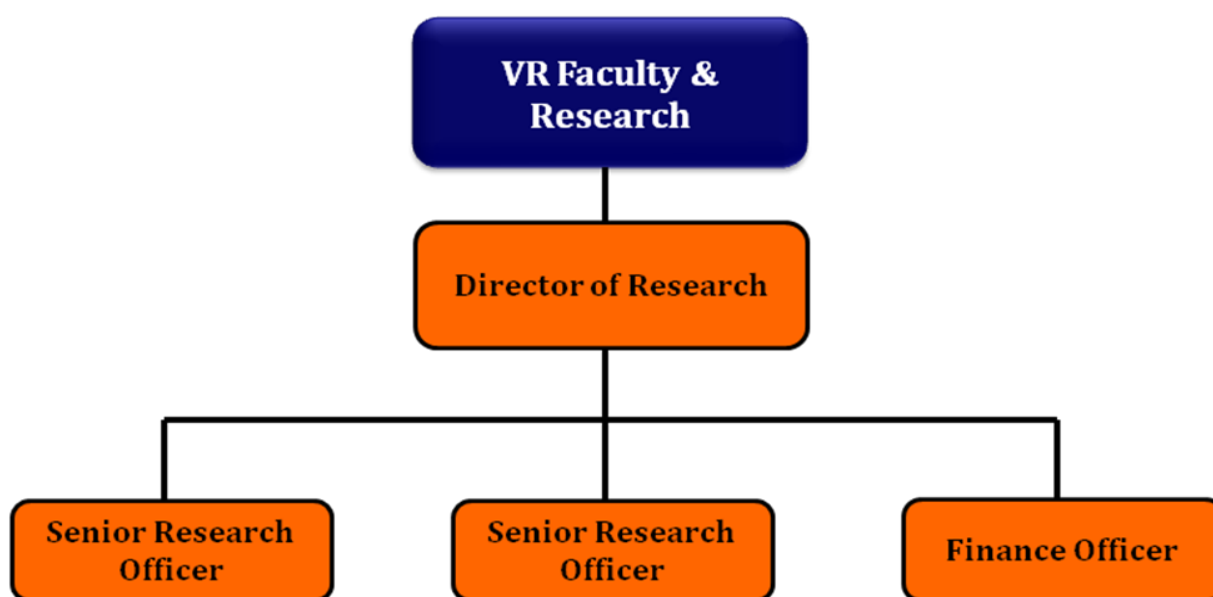


Figure 2 – Research & Innovation Office Management Structure

3.2. Scope of the Research & Innovation Office

The R&IO was established to support Faculty/Researchers in achieving their research goals, as well as to keep the University's Research Community informed and to be informed by them on past, present and future research initiatives at the national, European and international level. In this sense, the R&IO is the central focus for the "Research Community" of the University of Nicosia and aims to promote and expand this community to embrace other Cypriot academic colleagues and researchers, as well as to liaise with other research institutions worldwide. The R&IO supports and offers assistance in all areas of research at the University; supplying specialist information, guidance and advice regarding research issues to the Research Community of the University.

3.3. Aims and Objectives of the Research & Innovation Office

The R&IO promotes, facilitates and supports the research activities of the University of Nicosia. To this end the R&IO has established the following aims and objectives (outlined in **Figure 3**):

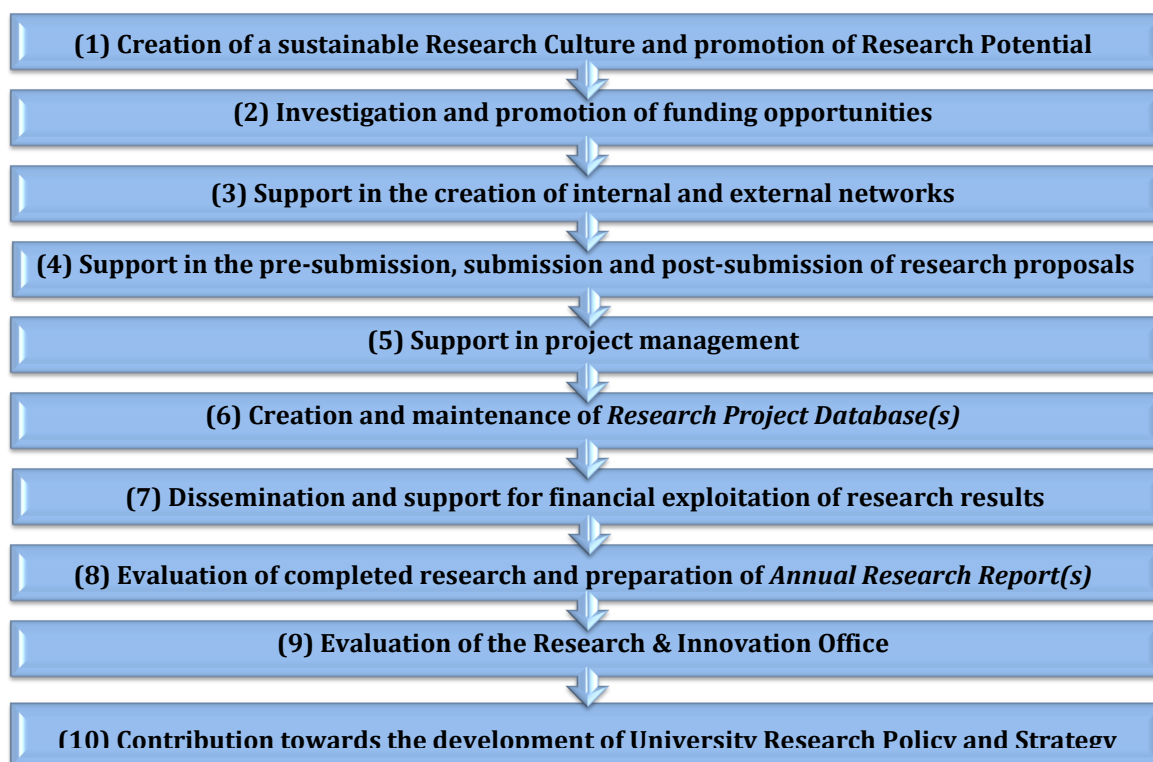


Figure 3 – Goals and Objectives of the Research & Innovation Office

1) To support sustainable research culture and promote the research potential of the University.

In order to support research culture and promote the research potential of the University, the R&IO is working towards the development of a *Faculty and Research Database* where Faculty/Researcher will be able to upload and update their Curriculum Vitae, their research interests, their involvement in past and current research projects and funding and their publications. The information from the *Faculty and Research Database* may be used to update the *Faculty and Staff Webpage*.

The R&IO is responsible for updating and maintaining the *Research/Publications* section of the University website. The *Research/Publications* webpage aims to provide simple and easy to follow information to Faculty/Researchers of the four Schools of the University and all Academically Affiliated Institutions with regards to research at the University, research policies and structures, research funding and projects and collaborations and links.

The R&IO aims to organise various events that aim at promoting research culture at the University, including informative sessions to Faculty/Researchers, the annual organization of the *Research by High School Students* and the *Creativity and Innovation Challenge* competitions, a *University of Nicosia Research Night* and School Research Days. Moreover, the R&IO will publish a bi-annual electronic newsletter to promote the research achievements of Faculty/Researchers at the University and the Academically Affiliated Institutions.

2) To investigate and promote funding opportunities **(Figure 4)**.

The R&IO is at the core of all research activities carried out by the University and can be used as a reference point by Faculty/Researchers, funding agencies and industry for ongoing and future research. The R&IO is responsible for communicating funding opportunities available by funding agencies to Faculty/Researchers. To achieve this goal the R&IO investigates opportunities existing from national funding agencies e.g. the Cyprus Research Promotion Foundation, European funding agencies, international funding agencies and industry.

The R&IO communicates potential collaborations between the aforementioned agencies to the four Schools of the University and the Academically Affiliated Institutions. Attempts will also be made to seek funding from industrial sources. The communication between funding from industrial partners and the Schools or the Academically Affiliated Institutions may be achieved in collaboration with the *Consultancy Unit* and the *Helix Business Incubator*.

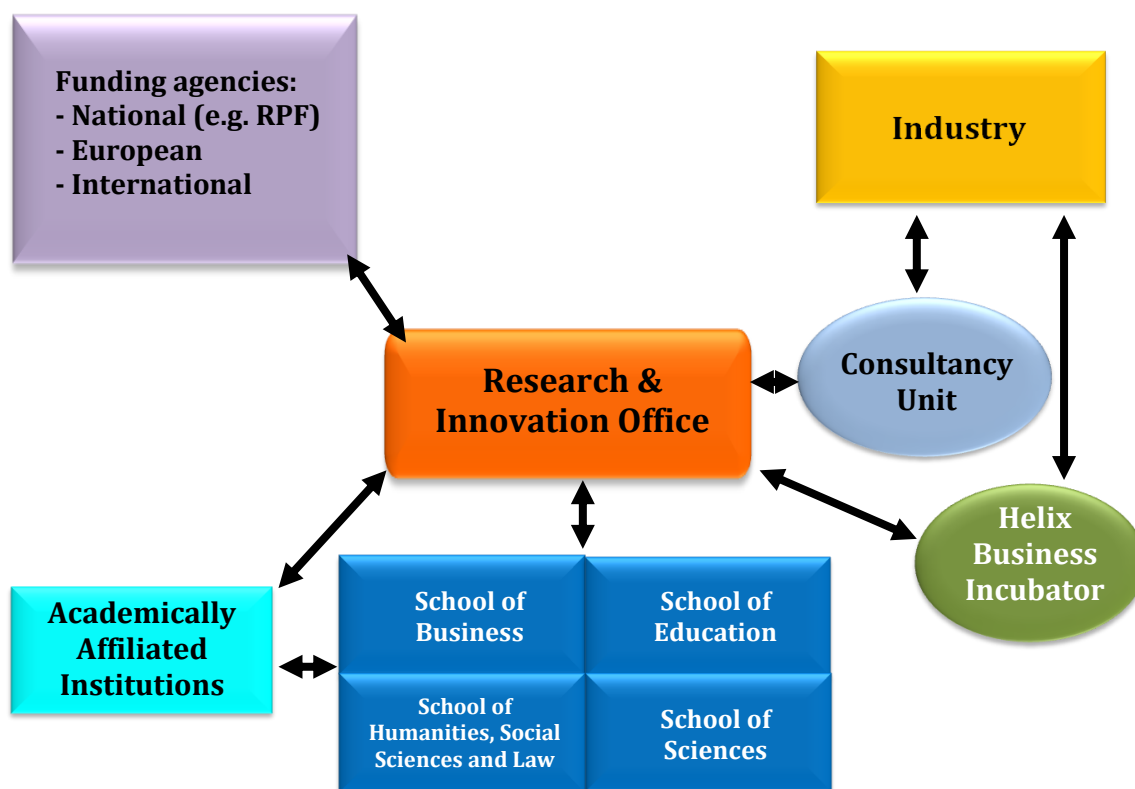


Figure 4 – Investigation and Promotion of Funding Opportunities

3) To provide support in the creation of internal and external networks **(Figure 5)**.

The R&IO aims to create links between different Schools and Departments of the University and to promote multi-disciplinary/multi-School University research proposals and applications between University Departments and Academically Affiliated Institutions. The R&IO will also promote external networking with public and other private academic institutions in Cyprus and abroad, governmental bodies and industry. As aforementioned the latter will be achieved in collaboration with the *Consultancy Unit* and the *Helix Business Incubator*.

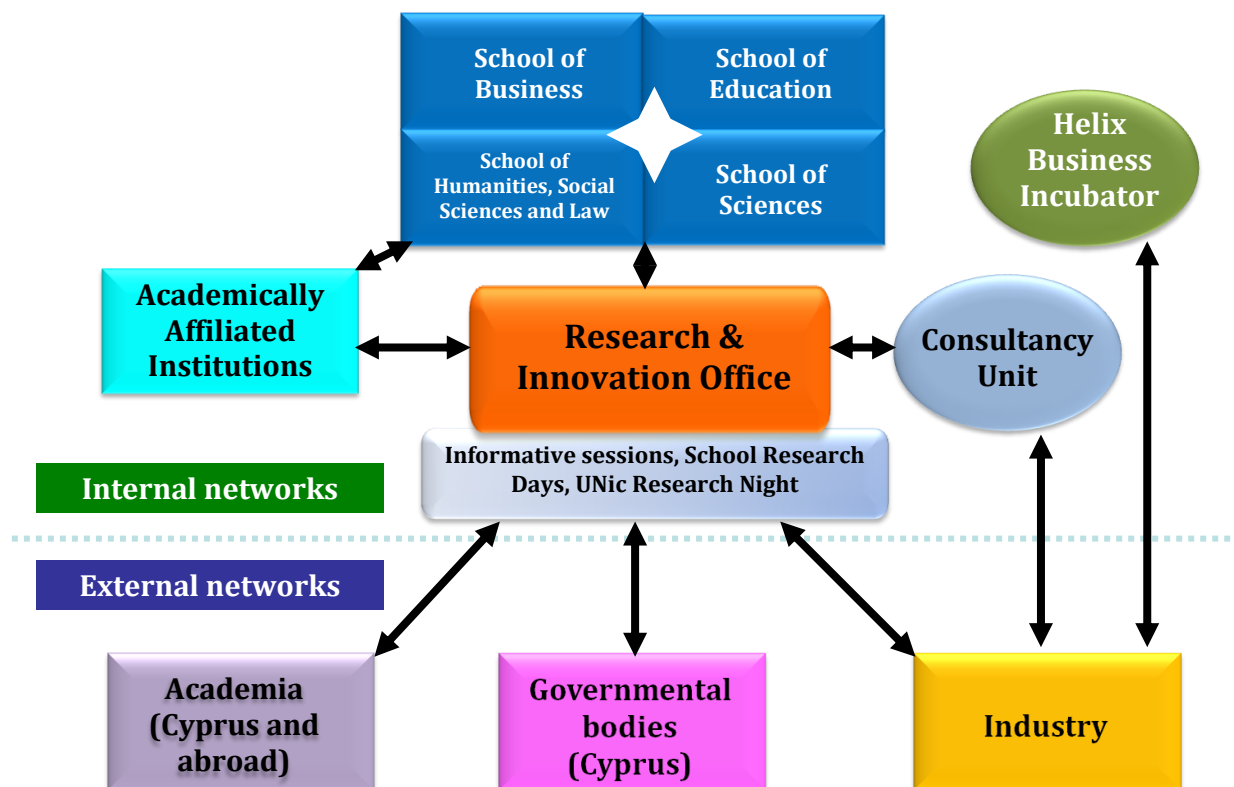


Figure 5 – Support in the Creation of Internal and External Networks

- 4) To provide support in the Pre-submission, Submission and Post-submission of research proposals.

The R&IO is available to provide guidance to Faculty/Researchers who are interested in submitting research proposals for funding. The Office provides support throughout the pre-submission, submission and post-submission stages of the process. Additionally, the R&IO provides training sessions/seminars for the Faculty/Researchers of the four Schools and the Academically Affiliated Institutions. The goal of these training sessions/seminars is (a) to explain the procedures and regulations of the different types of research proposals to be submitted and (b) to improve proposal writing skills.

In order to facilitate the procedure of pre-submission, submission and post-submission of research proposals, and ensure that the procedures are correctly followed by all parties concerned, the R&IO has created the *Step by Step Guide for the Submission of Research Proposals for Funding* (see **Appendix I**).

- 5) To provide support in Project Management.

Project Management can be subdivided into Scientific, Administrative and Financial Management. Faculty/Researchers are responsible for the whole process of Project Management. The Finance Officer will be responsible for the Financial Management of the projects.

Specific project management procedures and activities have been set up to facilitate the Administrative and Financial Management of projects by all parties involved. The aim of this goal is to ensure that the R&IO and Faculty/Researchers will be familiar with their specific goals and responsibilities. The main Administrative and Financial Management procedures are described in detail in the *Step by Step Guide for the Management of Funded Projects* (see **Appendix II**). The Guide has been prepared to familiarize Faculty/Researcher with the procedures and ensure that these are correctly followed by all parties concerned.

6) To create and maintain *Research Project Databases*.

The creation and maintenance of a *Research Project Database* will aim to provide the R&IO, the Faculty/Researchers, the *SRCs*, the *URC*, the *Finance Department* and the University Management with an understanding of the University's research portfolio (active areas of research, type of research projects performed, collaborators, total budgets, etc.). The *Database* will also serve as a tool to provide vital statistics of the research performed per School/Department to the aforementioned parties. In addition, information from the database will be extracted and used in the promotion of the University via the *Research/Publications* webpage. The aforementioned activities will aim to improve the University's image and assist in the creation of greater links with academia and industry.

7) To disseminate and provide support in the financial exploitation of research results.

In order to promote research culture and the creation of networks, the R&IO will be involved in various dissemination activities. These activities include dissemination of research results via:

- posters or presentations during *School Research Days*
- posters or presentations during *University Research Nights*
- the *Research/Publications Webpage*
- publication of newspaper articles, interviews with the media and press conferences
- publication of articles in the *Newsletter*
- publication/mentions in *Annual Reports*

Furthermore, assistance will be provided to Faculty/Researchers interested in the commercial development of their projects (e.g. patent applications) via contacting the Law Clinic.

8) To evaluate completed research and prepare *Annual Research Reports*.

Using the *Faculty/Research Database* the R&IO will be able to evaluate completed research projects and prepare *Annual Research Reports* that will be presented to the *URC*, the *SRCs* and University Management. Such information is vital for the detection of strength and weaknesses in the field of research, the improvement of the services offered by the R&IO and the overall development of the University Research Strategy. Furthermore, information from the *Annual Research Reports* may be extracted and used in several activities with the scope to promote the University.

9) To evaluate and improve the services offered by the R&IO

In order to understand if the needs of Faculty/Researchers of the four Schools and Academically Affiliated Institutions are met by the R&IO, the Office will be involved in several self-evaluation activities, such as:

- An annual evaluation in the form of a questionnaire;
- Questionnaires at the end of training sessions;
- Annual open discussions with Faculty/Researchers to understand if their needs have been met.

10) To contribute to the overall development of University Research Policy and University Research Strategy

The function of the R&IO is to serve as the link between the *URC*, the *SRCs* and the Faculty/Researchers of the Schools at the University and all Academically Affiliated Institutions. As such the R&IO will contribute towards the overall development of the University Research Policy and the University Research Strategy.

4. Partners & Collaborations

The University of Nicosia constantly aims to develop and strengthen internal and external networks in order for Faculty and Researchers to benefit from such links. Today, the University collaborates with various Academically Affiliated Institutions and has established close links with other academics institutions, governmental bodies and the industry (**Figure 6**).

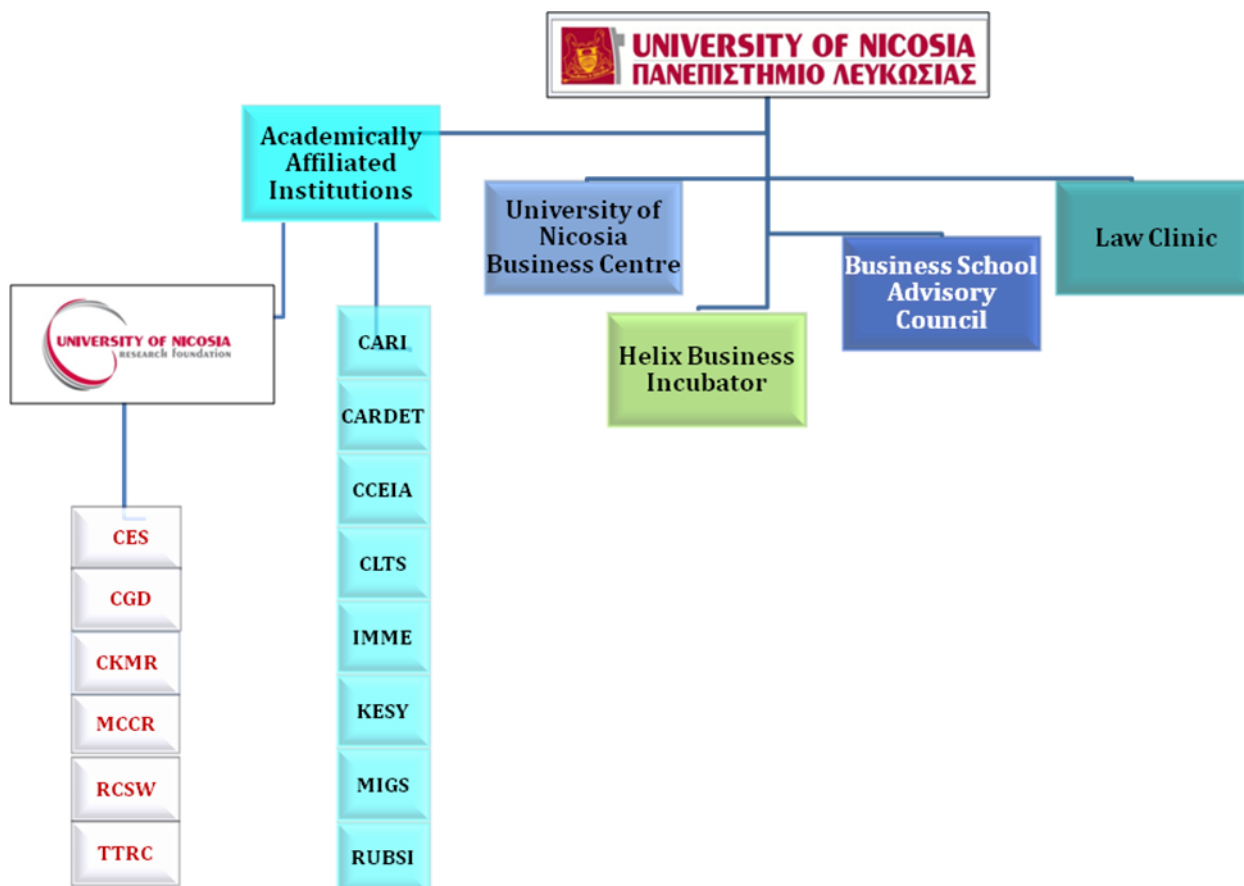


Figure 6 – Academically Affiliated Institutions and Links with the Industry

Faculty and Researchers may benefit from these partnerships and are encouraged to spend some time familiarising themselves with the various Academically Affiliated Institutions and industry links available. The R&IO is available to advise Faculty and Researchers and to connect individuals with specific individuals, institutions and/or organisations, according to their research interests.

4.1. Academically Affiliated Institutions

The following section presents a brief overview of the Academically Affiliated Institutions that the University of Nicosia collaborates with. Faculty/Researchers are encouraged to familiarise themselves with the Institutions and the research areas that they specialise in. In the event that the Faculty/Researcher's individual interests are similar to those of the Institution, this may lead to potential collaborations between individuals and the Institution.

4.1.1. University of Nicosia Research Foundation (UNRF)

The University of Nicosia Foundation (UNRF) is an autonomous, non-for-profit research organization based in Cyprus. UNRF was established to provide an independent platform for researchers in Cyprus. Its mission is to inspire and to promote knowledge, innovation and development through cutting-edge research. UNRF brings together experience from around Cyprus, the region and the European Union in a wide range of fields.

Amongst others, UNRF aims to achieve its mission by:

- assisting in the development and strengthening of the Cyprus research area;
- advancing local research and innovation;
- providing support to its members and advancing its role in society;
- supporting the development of the knowledge society and human resources within the field of research;
- improving the quality of life through research;
- assisting the introduction of Cypriot researchers within international research activities;
- supporting networking activities amongst its members, at the local and international level, together with the development of dynamic networking cooperation.

Website: www.unrf.ac.cy Email: info@unrf.ac.cy

The current vision of the University is to establish all future research centres under the UNRF. To date, the following Centres have been established under UNRF (**Figure 7**):

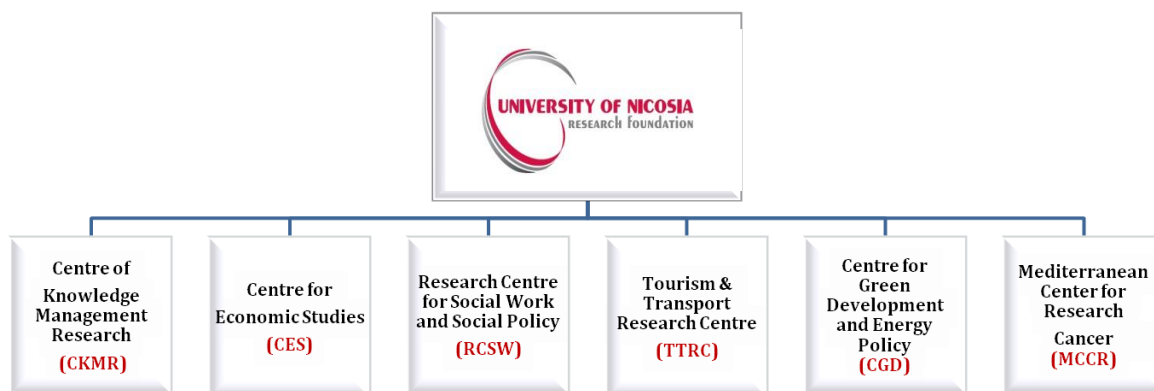


Figure 7 – UNRF and its Centres

4.1.1.1. Centre for Economic Studies (CES)

The Centre for Economic Studies (CES) was established to further the investigation and analysis of local and international economic developments, to identify new areas of research and development and to organize activities and events that may promote and strengthen the position of the University as an organization that promotes economic development. The work of the CES aims to compliment and support the work done by the School of Business Advisory Council.

Email: christou.m@unic.ac.cy

4.1.1.2. Centre for Green Development and Energy Policy (CGD)

The Centre for Green Development and Energy Policy (CGD) was founded in 2011 to promote research and generate knowledge in the fields of environment and energy and to integrate the University's various Academic Schools and Centers to create exciting interdisciplinary research programmes, for the benefit of Cyprus and the wider world. CGD brings in expertise in areas related with Environmental and Energy, including policy analysis, land, waste and water management, air pollution, biodiversity and sustainable development. The Centre provides consulting services in both the Government and the private sector and seeks to become a leading centre in the region.

Email: valiantis.m@unic.ac.cy

4.1.1.3. European Centre of Knowledge Management Research (ECOKMR)

The European Centre of Knowledge Management Research (ECOKMR) has been established to promote the idea that knowledge management is the process through which organisations generate value from their intellectual and knowledge based assets. Knowledge Management is a puzzle. It is often seen only as a problem of capturing, organising and retrieving information and, as such, has been largely the domain of information technology specialists. This view is far too simple as it simply provides an umbrella term for a variety of organisational activities, none of which are specifically concerned with the management of knowledge. Knowledge management requires managing and leveraging explicit, implicit and tacit knowledge resources. However, to manage something you have to know what you want and what you have. With regard to intellectual and knowledge based assets this is a rarity in most organisations. The work of the Centre will focus on how it is possible to convert this rarity into something that is commonplace through the idea of *Knowledge DNA*.

Website: www.ecokmr.eu Email: admin@ecokmr.eu

4.1.1.4. Mediterranean Center for Cancer Research (MCCR)

The Mediterranean Center for Cancer Research (MCCR) was founded in 2010 through UNRF as a non-profit center dedicated towards research in cancer in various disciplines (biology, psychology, nutrition, sports science, nursing and others). Mme Androulla Vassliou, Commissioner for Education, Culture, Multilingualism and Youth, European Commission, is the Honorary President of the Center. The vision of the Center is to advance knowledge in the field of cancer biology and improve the quality of life of cancer patients through improved diagnostic methods, development of prognostic tools, and better care of cancer patients (nursing, psychological and physiological). Members of the Center include ten Faculty of the University of Nicosia in the fields of Biology, Nursing, Nutrition, Psychology and Sports Science. The Center also has a scientific advisory board composed of renowned experts in the field of cancer research from different areas of the world.

Website: www.unrf.ac.cy (under Discover Us section) Email: farazi.e@unic.ac.cy

4.1.1.5. Research Centre for Social Work and Social Policy (RCSWSP)

The Research Centre for Social Work and Social Policy (RCSWSP) is a non-profit, non-governmental centre engaged in research in the fields of social work and social policy and is affiliated with the Social Work Programme of the University of Nicosia. It aims to make a significant contribution to the generation of knowledge in social work and social policy, and to enhance research in these two fields. It also aims to improve the quality of graduate training in social work by providing social work students with opportunities to gain research experience outside thesis/dissertation work. The Centre offers a distinctive approach to social work practice and policy, psycho-social approaches to understanding individuals, society and institutions and inter- or multi-disciplinary perspectives on social work practice. Through its research and training programmes, the Centre aims to widen the participation of social work practitioners in research and the generation of relevant knowledge.

Email: spaneas.s@unic.ac.cy

4.1.1.6. Tourism & Transport Research Centre (TTRC)

The Tourism & Transport Research Centre (TTRC) is an independent research centre in the field of sustainable tourism and transport. The Centre is committed to analysing the causes and consequences of new development within the field of tourism and transport, adopting an interdisciplinary and internationally comparative perspective. The TTRC covers the entire spectrum ranging from theory- and concept-driven fundamental research (with a strong empirical orientation) to application-oriented and academically underpinned consultancy services. As a research institution, the TTRC generates and processes new knowledge within the framework of research and development projects, it organizes forums and events, publishes the findings of research studies and is actively involved in various research networks. The Centre regards itself as a hub linking a diverse array of networks in the fields of tourism and transport research in Cyprus, but also in the Eastern Mediterranean Region, as well as on a broader, European level.

Email: orphanidou.y@unic.ac.cy

4.1.2. Cyprus Academic Research Institute (CARI)

The Cyprus Academic Research Institute (CARI) is a non-profit multidisciplinary research institution. It was established in 2006 and was specifically designed to accommodate and support the needs of researchers regarding funding. Specifically, the main aim of the institution was to support researchers who sought funded research either at the local, EU or overseas level. In effect, CARI has served as the predecessor to UNRF. Upon completion of the projects currently running under the organisation, CARI will be dissolved and all future proposals will be submitted under UNRF.

Email: info@aiek.ac.cy

4.1.3. Centre for the Advancement of Research and Development in Educational Technology (CARDET)

The Centre for the Advancement of Research and Development Technology (CARDET) is an international research and development organisation based in Cyprus, with partners from around the world. CARDET's mission is to inspire innovation and to promote education, social inclusion, research and development through evidence-based practices, cutting-edge research and empowered people. Among others, CARDET's services and core expertise include research and evaluation, education and

training, innovation and entrepreneurship, instructional design, e-learning, civil society, development education, migration, strategic visioning and policy analysis.

Website: www.cardet.org Email: info@cardet.org

4.1.4. Cyprus Center for European and International Affairs (CCEIA)

The Cyprus Center for European and International Affairs (CCEIA) has established itself as a pioneering and innovative think-tank and research institution through the quality of its work and its contribution to society and public debate in Cyprus and beyond. The Center seeks to advance academic and policy-oriented research and to contribute to the study and analysis of important economic, political and social issues revolving around Cyprus, the Eastern Mediterranean and the broader region, the EU and the international environment. Particular emphasis has been placed on Cyprus-related issues, Greco-Turkish relations, security and cooperation in the Eastern Mediterranean and the broader Middle East, ethnic conflict, socio-economic issues and challenges, issues of governance, political economy and European integration.

Website: www.cceia.unic.ac.cy Email: cceia@unic.ac.cy

4.1.5. Centre for Leisure, Tourism and Sport Research and Development (CLTS)

The Centre for Leisure, Tourism, Sport Research and Development (CLTS), the first of its kind in the region, plays an influential role in the area, and assists in the development of extensive partnerships in sports and tourism. Renowned professionals in academia, from universities with an excellent reputation in the discipline, have accepted the Centre's invitation to join the network of professionals that offer services in specialized areas. The CLTS conducts research and provides in-service training and consultancy services in leisure, tourism and sport. Having identified the vital role of sport (as well as tourism and leisure) as a social institution in modern society, CLTS serves the needs of Cypriot society through academically sound research and service in the above disciplines.

Email: clts@unic.ac.cy

4.1.6. Mass Media & Communication Institute (IMME)

The Mass Media & Communication Institute (IMME) was established in 1999 as a non-profit, research-academic organization based in Nicosia. IMME works closely with the Communications Department, School of Humanities, Social Sciences and Law at the University of Nicosia. The main objectives of IMME include the setting up of archives and the publication of books on the history of the Cypriot press/journalism, the development of research programmes in the fields of communication, journalism and mass media, as well as the production/collection of audiovisual material on the Cypriot mass media and journalists. Moreover, IMME organises courses and seminars addressed to Cypriot journalists and individuals working in the field and special events to honour Cypriot journalists.

Website: www.immecy.org Email: imme@unic.ac.cy

4.1.7. Centre for Therapy, Training and Research (KESY)

The Centre for Therapy, Training and Research (KESY) is a non-governmental organization that was established with three basic goals in mind: a) To provide clients with a safe, caring, and professional environment in which they can access counselling services; b) To train/educate/inform students, parents, professionals, and the public at large via workshops, seminars, lectures and supervision, as well as act as a training site in which the Master's level Clinical Psychology students of Intercollege can carry out their practicum; c) To carry out a variety of research projects related to the Centre's domain of practice and in collaboration with the Department of Psychology at Intercollege.

Website: www.kesy.intercol.edu Email: kesy@unic.ac.cy

4.1.8. Mediterranean Institute of Gender Studies (MIGS)

The Mediterranean Institute of Gender Studies (MIGS) is a non-governmental, non-profit organization, that promotes and contributes to projects of social, political, and economic themes relating to gender and women's rights on a national, regional, and EU level. The Institute deals with the complexities of discrimination against women and attempts to eliminate them, using a combination of research, advocacy and lobbying, as well as trainings, conferences, and other activities. The Institute is closely monitoring the policies and strategies adopted by the State and the European Union in relation to gender equality in all fields. The Institute is in close cooperation with relevant European committees and participates in the implementation of several European projects. The Institute is an active member of the Cyprus Women's Lobby, which consists of 16 women's organizations and NGOs and is the newest member of the European Women's Lobby, the largest coalition of women's NGOs in the European Union promoting women's rights and equality between women and men.

Website: www.medinstgenderstudies.org Email: info@medinstgenderstudies.org

4.1.9. Research Unit in Behaviour & Social Issues (RUBSI)

The Research Unit in Behaviour & Social Issues (RUBSI) was registered officially in November 2005 as a non-governmental organisation. Its mission is to improve the processes and mechanisms which influence the health and well-being of the Cypriot population. In doing so it aims to contribute to the body of knowledge that informs the development of health policy, education and practice in health interventions. The Unit engages in research in the area of social behaviour and public health, both nationally and on European level and implements training programmes in the area of Social Research. Further to this, RUBSI evaluates the social and public health systems, offers social research method services and promotes public health issues.

Website: www.rubsi.org Email: info@rubsi.org

4.1.10. The Cyprus Center for Intercultural Studies

Acting as a platform for conversations among fields as varied as politics, law, history, business, education, economics, sociology, media, the sciences, and the arts, The Cyprus Center for Intercultural Studies aims to publish collaborative research, and organize annual conferences, workshops, and public lectures to address diversity and equity on the island and abroad. Moreover, by examining the factors of race, ethnicity, class, gender, religion, language, and nationhood in cross-cultural interactions, the Center strives to increase knowledge of globalization and the intricacies involved in communication across cultures.

Email: zackheos.m@unic.ac.cy

4.2 Links with Industry & Business

The R&IO maintains links with various Units that are affiliated with the University of Nicosia, which serve as a link between academia and industry. A brief overview of these organisations is presented below.

4.2.1. The University of Nicosia Business Centre

The University of Nicosia Business Centre (UNBC) is an affiliated unit of the University of Nicosia, providing a broad spectrum of consultancy, training & development services to the Cypriot and international business community, as well as to other organizations (governmental and non-governmental), on a commercial basis. It consists of the *Consultancy Unit* and the *Training & Development Unit*. The Centre's vision is to be a highly respected international business centre by blazing a trail towards organizational excellence & sustainable development for its clients, employees and society. Clients are assured professional services, with up-to-date and proven methodologies, custom-made solutions, useful and relevant knowledge and full support. The UNBC is able to draw upon the expertise and knowledge of the University and to utilize its infrastructure to deliver a first class service to its clients.

4.2.1.1. Consultancy Unit

The Consultancy Unit maintains a core team of consultants and administrators and draws expertise from the broad pool of the University's Faculty, as well as from a number of external associates and collaborators, on a permanent or circumstantial basis. All associates are highly qualified and experienced, and are accredited by local and international bodies. Due to the nature of its activities, and in order to deliver more holistic solutions, close links are also maintained with the Training and Development Unit.

4.2.1.2. Training & Development Unit

The Training and Development Unit provides coaching and training services to businesses, non-profit organizations and individuals since 1989. Throughout the years, leading companies and organizations have entrusted the training and development of their employees to the Unit and many individuals have benefited from the opportunities extended. Annually, more than 500 professionals take part in seminars, courses and workshops that are offered on all aspects of the Cyprus economy. The Training & Development Unit offers advanced seminars from various concentration fields, ranging from *technical* courses, such as CISCO's Certifications (CCNA & CCNP), MILE2 (CSWAE): Certified Secure Coding Web Application Engineer, Use and Management of F Gas, to *managerial and financial* courses such as Prince2 - Project Management, Energy Management, International Financial Reporting Standards, Deferred Tax, Capital Statement, Audit Procedure and many more.

Email: antonaras.a@unic.ac.cy

4.2.2. Helix Business Incubator

The Helix Business Incubator is a joint collaboration between Intercollege, the Cyprus Institute of Neurology and Genetics and the Government of Cyprus. The primary mission of the Helix Business Incubator is to foster the development and growth of young companies, by providing inventors and entrepreneurs with the business infrastructure and expertise, and the necessary training, mentoring and business networking to ensure the attainment of their developmental and business goals. Helix's secondary, yet equally important goal is to help the resident companies tap into local and international talent, which will help them execute business plans and help the local economy grow.

Website: <http://www.helixincubator.com>

Email: info@helixincubator.com

4.2.3. Law Clinic

The Law Clinic aims to be the main vehicle for clinical legal education at the University of Nicosia's Department of Law. In fulfilling this role, the Law Clinic provides its members, who are chosen from among the students of the Department of Law, the opportunity to acquire the competencies and skills essential to the legal profession. This is achieved through their supervised participation in the processes of real cases. Another goal of the Law Clinic is to provide a forum through which its members can contribute to the social needs of Cypriot society. In this respect, the Law Clinic is founded on the belief that every person should be able to obtain and/or enjoy access to legal assistance and on the shared determination to work towards the fulfilment of this aim. The educational focus of the Law Clinic is on developing an improved knowledge of law and legal practice and on developing students' critical, analytical, as well as any other related qualities; thereby offering students of the Department of Law transferable legal and personal skills.

Email: lawclinic@unic.ac.cy

4.2.4. Business School Advisory Council

The Business School Advisory Council is an honorary group of prominent business executives that serves as a bridge between the School and the business and professional community of Cyprus. It offers its advice and guidance to ensure that the School's programmes prepare students to become the type of professionals, managers and leaders demanded by today's growing and diverse economy. The Advisory Council recognizes that with accession into the European Union, the region's economic prosperity depends, in part, on the graduating business professionals ready to address the challenges before them. By investing in the School of Business, the Advisory Council members receive a range of benefits that include networking opportunities, access to Faculty research and the recruitment of student interns and graduates. The Advisory Council functions as the vehicle that will help fulfill the School's mission, and achieve its vision, and strategic goals. The Advisory Council assists in the identification of business needs, trends, and challenges and helps build the reputation of the School—its programmes (both undergraduate and postgraduate), Faculty, and students—locally, regionally, and internationally. The Council serves as a bridge to the business community by addressing student interests and alerting Faculty to the research needs of local companies and industry.

For more information: http://www.unic.ac.cy/nqcontent.cfm?a_id=5775&tt=graphic&lang=11

5. Funding

The R&IO is at the core of all research activities carried out by the University and can be used as a reference point by Faculty and Researchers, funding agencies and industry for ongoing and future research. To this end, the R&IO is responsible for communicating funding opportunities available by funding agencies to Faculty and Researchers. Funding opportunities are communicated via email and on the *Research/Publications* section of the University website.

Below is a brief overview of the local and European funding agencies that Faculty/Researchers may seek funding from.

5.1. Cyprus Research Promotion Foundation

The Cyprus Research Promotion Foundation (RPF), founded in 1996, was established at the initiative of the Government of the Republic of Cyprus, to promote the development of scientific and technological research in Cyprus due to the fundamental importance of research in contemporary societies. The mission of the Foundation is the promotion and development of scientific and technological research in Cyprus. The upgrading of research activities in Cyprus is targeted by the Foundation through a wide range of initiatives, such as the development of funding programmes for financing of research projects in Cyprus, the promotion of networking between the Cypriot and international research communities and the development of high level research infrastructure in Cyprus.

Activities of the Foundation include:

- Financing research projects through the development and monitoring of competitive programmes

The first activity aims primarily at enhancing research, technological development and innovation activities in Cyprus and moreover at increasing the critical mass of researchers and research projects undertaken in Cyprus. The main instruments for achieving these goals involve competitive programmes developed and monitored by RPF and the related funds come from the Cyprus government budget and, as from 2007, also from the Structural Funds of the European Union.

- Promotion of international cooperation in research and innovation

The second activity encompasses the development of several activities to facilitate the creation of networks between Cypriot and foreign scientists. Most of these activities relate to the involvement of Cypriot scientists in European research and innovation programmes, the cooperation with international organisations supporting research and innovation activities and the preparation and implementation of bilateral agreements between Cyprus and other countries in the field of research and technological development.

Website: www.research.org.cy

Email: ipe@research.org.cy

5.2. European Commission Funding at a Glance

Numerous funding programmes, initiatives and support measures are available through the European Commission and are carried out in support of knowledge. A few of these programmes, especially those related to research, development and cooperation between higher education institutions are outlined

below. Faculty/Researchers are encouraged to spend some time exploring and familiarising themselves with these funding programmes.

The R&IO is available to provide further information and guidance on the various programmes. Furthermore, funding opportunities will be disseminated via the Research/Publications website and direct emails.

5.2.1. Framework Programme

The Framework Programme is the EC research programme. It bundles all research-related EU initiatives together under a common roof playing a crucial role in reaching the goals of growth, competitiveness and employment; along with a new Competitiveness and Innovation Framework Programme (CIP), Education and Training programmes, and Structural and Cohesion Funds for regional convergence and competitiveness. It is also a key pillar for the European Research Area (ERA).

Currently on the Seventh Framework Programme (FP7), its broad objectives have been grouped into four categories: Cooperation, Ideas, People and Capacities. For each type of objective, there is a specific programme corresponding to the main areas of EU research policy. All specific programmes work together to promote and encourage the creation of European poles of (scientific) excellence. The current FP7 budget is €51 billion for the 7-year period 2007-2013.

Website: <http://cordis.europa.eu/fp7/>

5.2.2. Life Long Learning Programme

The European Commission's Lifelong Learning Programme (LLP) enables people at all stages of their lives to take part in stimulating learning experiences, as well as helping to develop the education and training sector across Europe. With a budget of nearly €7 billion for 2007 to 2013, the programme funds a range of actions including exchanges, study visits and networking activities. Projects are intended not only for individual students and learners, but also for teachers, trainers and all others involved in education and training.

There are four sub-programmes which fund projects at different levels of education and training:

- Comenius for schools
- Erasmus for higher education
- Leonardo da Vinci for vocational education and training
- Grundtvig for adult education

Other projects in areas that are relevant to all levels of education, such as language learning, information and communication technologies, policy co-operation and dissemination and exploitation of project results are funded through the "transversal" part of the programme. In addition, the programme includes Jean Monnet actions which stimulate teaching, reflection and debate on European integration, involving higher education institutions worldwide.

Website: http://ec.europa.eu/education/lifelong-learning-programme/doc78_en.htm

5.2.3. Erasmus Mundus

The Erasmus Mundus programme offers financial support for institutions and scholarships for individuals. Funding is available for:

- European joint Masters and Doctorates (including scholarships)

- Partnerships with non-European higher education institutions and scholarships for students and academics
- Projects to promote European higher education worldwide

Website: http://ec.europa.eu/education/external-relation-programmes/doc72_en.htm

5.2.4. TEMPUS

Tempus supports the modernisation of higher education and creates an area of co-operation in countries surrounding the EU. Established in 1990, the scheme now covers 27 countries in the Western Balkans, Eastern Europe and Central Asia, North Africa and the Middle East.

Tempus funds two types of actions:

- **Joint Projects:** partnerships between higher education institutions in the EU and partner countries. They can develop, modernise and disseminate new curricula, teaching methods or materials, as well as boosting quality assurance and management of higher education institutions.
- **Structural Measures:** to develop and reform higher education institutions and systems in partner countries; to enhance their quality and relevance, and to increase convergence with EU developments.

Partnerships are made up of consortia of organisations including higher education institutions, businesses, ministries, NGOs, and other organisations working in higher education, in both EU and partner countries.

Website: http://ec.europa.eu/education/external-relation-programmes/doc70_en.htm

5.2.5. COST

COST is an inter-governmental framework for European Cooperation in Science and Technology, allowing the coordination of nationally-funded research on a European level. COST has a very specific mission and goal. It contributes to reducing the fragmentation in European research investments and opening the European Research Area to cooperation worldwide. It anticipates and complements the activities of the EU Framework Programmes, constituting a “bridge” towards the scientific communities of emerging countries. It also increases the mobility of researchers across Europe and fosters the establishment of scientific excellence in the nine key domains:

- Biomedicine and Molecular Biosciences
- Food and Agriculture
- Forests, their Products and Services
- Materials, Physics and Nanosciences
- Chemistry and Molecular Sciences and Technologies
- Earth System Science and Environmental Management
- Information and Communication Technologies
- Transport and Urban Development
- Individuals, Societies, Cultures and Health

Website: <http://www.cost.eu/>

5.2.6. European Science Foundation

The establishment of the European Science Foundation (ESF) in Strasbourg in 1974 was one of the earliest milestones on the road to achieving real cooperation in European research. As an independent, non-governmental organisation dedicated to pan-European scientific networking and collaboration, the ESF has had a key role to play in mediating between a multitude of heterogeneous research cultures and agencies. The ESF hosts an array of instruments to accommodate various types and levels of international collaboration, within Europe and beyond.

The ESF's unique characteristic in this area is its responsiveness to the scientific community, in contrast with the more targeted approaches taken by the European Commission. Many of the instruments operated by the ESF, e.g. Exploratory Workshops, EUROCORES (European Collaborative Research scheme), Research Networking Programmes (RNPs) and ESF Research Conferences, are designed to respond to needs articulated by the research community. Open calls for proposals are published on an annual basis, so that the themes for programmes, networks and workshops are gathered from the research community, in line with the ESF's bottom-up principles. In recent years, the ESF's profile has shifted from being mainly a facilitator of collaborative research and networking to also providing a platform for Member Organisations to develop joint strategic operations and synergy among themselves.

Website: <http://ec.europa.eu/esf/home.jsp?langId=en>

5.2.7. Bilateral Cooperation Programmes

The European Commission has set up bilateral agreements between the European Union and some industrialized countries outside Europe to fund innovative projects that focus on academic cooperation and student mobility. The programmes under these agreements give support to consortia of higher education and training institutions working together to improve their educational services, to compare and modernize curricula and to develop joint study programmes with recognition of credits and qualifications.

The Executive Agency manages the following three bilateral co-operation programmes:

The **EU-USA Agreement Programme** focuses on implementing joint or dual transatlantic undergraduate degrees with consortia of higher education and training institutions through the ATLANTIS programme. It aims primarily to promote understanding between people of the European Union and the United States of America and improve the quality of their human resource development.

The **EU-Canada Programme** funds joint study and training programmes allowing transatlantic exchanges between European and Canadian education institutions. The Agreement focuses on four activities to benefit higher education students, vocational education and training teachers, trainers and administrative staff. The activities include the development of curricula (including the development of double/joint degrees), student exchanges with a provision for credit recognition, faculty exchanges and international internships.

The **ICI-ECP Education Cooperation Programme** refers to EU cooperation with Australia, New Zealand, Japan, and the Republic of Korea in the field of higher education and vocational education and training. The programme includes regional and bilateral cooperation projects based on joint EU - Partner Countries funding and mutual agreement on the selection of higher education partnerships.

Website: http://eacea.ec.europa.eu/bilateral_cooperation/index_en.php

6. Useful Documents & Forms

In addition to the Research Handbook, the following documents are available for Faculty and Researchers at the University of Nicosia:

- ***Step-by-Step Guide for the Submission of Research Proposals for Funding*** (Appendix I)
- ***Step-by-Step Guide for the Management of Funded Projects*** (Appendix II)

The following Forms (included in the abovementioned ***Guides***) are available for Faculty and Researchers:

- S1. Request for Internal Funding Form
- S2. University Space Allocation and Facilities Request Form
- S3. Project Financial Approval Form
- S4.1. REC Checklist for Projects in Medicine, Biology, Chemistry and Other Applied Sciences
- S4.2. REC Checklist for Projects in Humanities, Social Sciences, Law, Business and Other Relevant Disciplines
- S5. Checklist: Participation in Research Proposal as Partner

- M1. Project Overview Form
- M2. New Employee Data Form
- M3. Timesheet Template (2013)
- M4. Travel Reimbursement Form
- M5. Salary Payment Form
- M6. Bank Identification Form
- M7. Order requisition Form
- M8. Subcontract Request Form

Faculty and Researchers are encouraged to go through the Forms and familiarise themselves with them.

The Forms may also be obtained electronically by contacting the R&IO and are available on the University website (under the Research section). For enquiries and further information please contact the R&IO at research@unic.ac.cy.

7. Contact Details

Name	Position	Phone	Email
Mr. Anthos Shekeris	Acting Director of Research	22841656	shekeris.a@unic.ac.cy
Dr. Costas Constantinou	Senior Research Officer	22841616	constantinou.c@unic.ac.cy
Ms. Elisa Bosio	Senior Research Officer	22841710	bosio.e@unic.ac.cy
Mr. Constandinos Garibaldinos	Finance Officer	22841677	garibaldinos.c@unic.ac.cy

Mailing address:

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46 Makedonitissas Avenue
P.O. Box 24005
1700 Nicosia
Cyprus

Fax: +357 22355116, +357 22352059

Website: www.unic.ac.cy

For enquiries and further information please contact the R&IO at research@unic.ac.cy.

APPENDIX I

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).

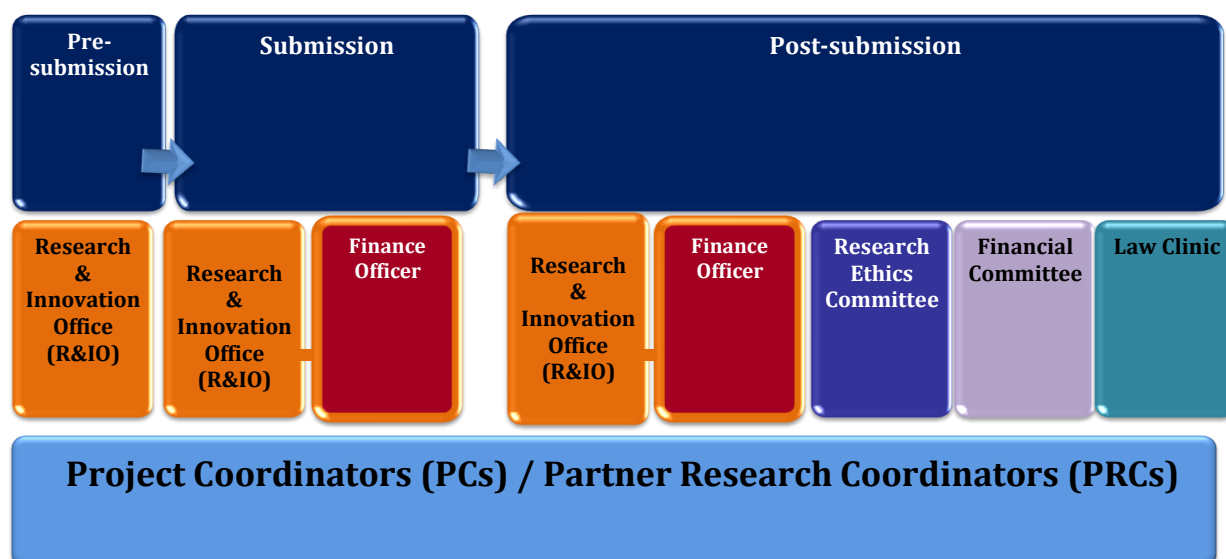


Figure 1: Collaboration within the Submission of Research Proposals for Funding

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.

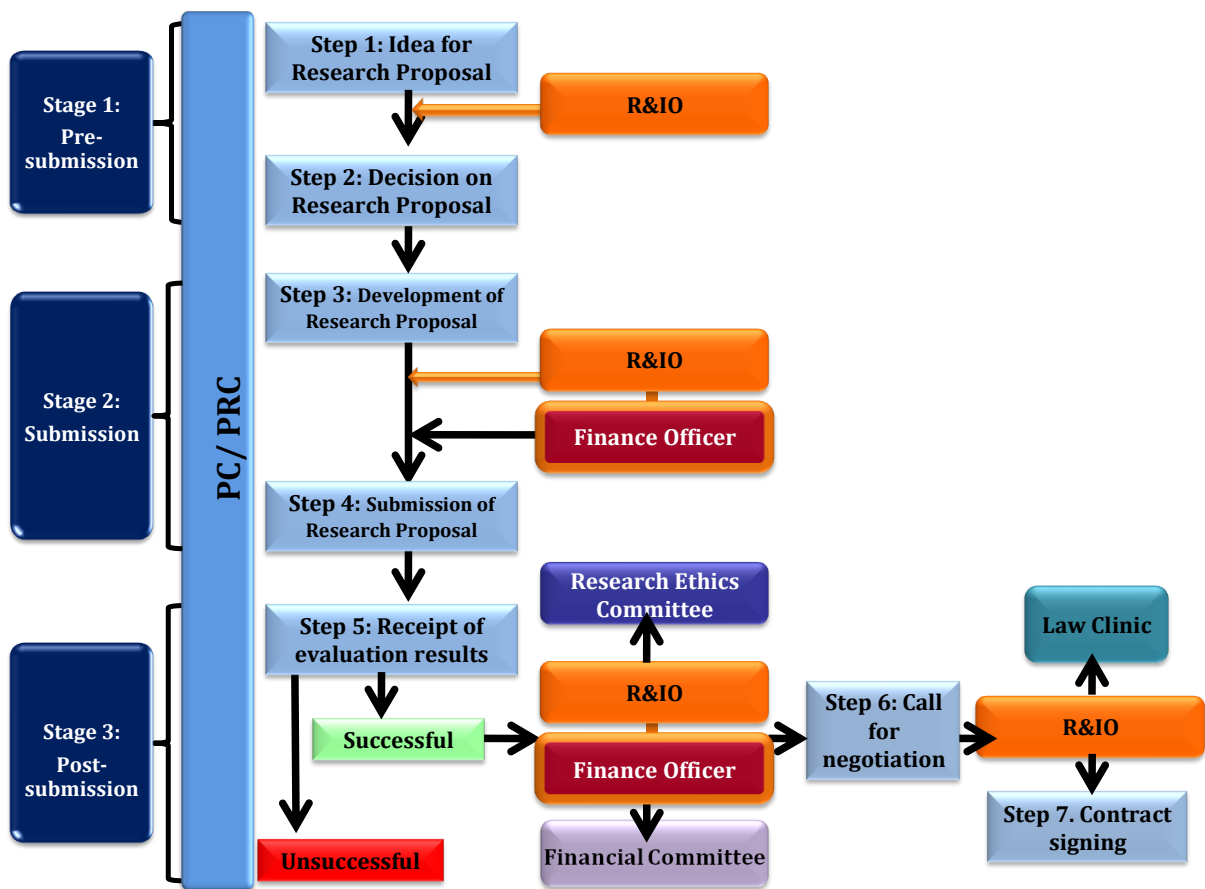


Figure 2: The 3 Stages and 7 Steps of Submission of Research Proposals for Funding

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%)

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:			

FOR OFFICIAL USE ONLY	
Director, Research & Innovation Office (UNic)	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks:	
Signature:	Date:
VP of Finance (UNic)	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks:	
Signature:	Date:
President of the Council (UNic)	
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks:	
Signature:	Date:

NOTES

1. The Form must be completed prior to the submission of a Research Proposal to RPF.
2. The Form must be completed by the PC/PRC and submitted to the R&IO.

DEPRECIATION OF EQUIPMENT**Durable equipment**

- Depreciation (the economic life) for durable equipment is 60 months.
- Funding agencies usually pay for the time the equipment was used during the project.
 - **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: €1000 x 100% x 36 / 60 = €600 negative balance €400. The agency will pay €600 out of €1000. The remaining €400 is not covered by the funding agency.

Computers & software

- Depreciation (the economic life) for computers & software is 36 months.
- Funding agencies usually pay for the time the equipment was used during the project.
 - **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: €1000 x 100% x 24 / 36 = €667 → negative balance €333. The agency will pay €667 out of €1000. The remaining €333 is not covered by the funding agency.

VAT

VAT charged by suppliers is not recoverable by the University of Nicosia and is therefore considered part of the cost of the purchase. For further information, contact the Finance Officer.

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
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.

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 style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>

Signature:		Date:	
-------------------	--	--------------	--

FOR OFFICIAL USE ONLY**Recommendation by Director, Research & Innovation Office**Approved: Yes No

Remarks:

Signature:

Date:

Recommendation by Head of FacilitiesApproved: Yes No

Remarks:

Signature:

Date:

Decision by President of the CouncilApproved: Yes 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

Partner

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 <i>Comments:</i>	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
Comments:		

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
Comments:		

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:	
-------------------	--	--------------	--

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.

APPENDIX II

UNIVERSITY OF NICOSIA

Step-by-Step Guide for the Management of Funded Projects

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 the last date revised (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 assist researchers at the University of Nicosia (UNic) in the effective implementation and management of funded projects. The R&IO is committed to guiding Researchers through the life-cycle of funded projects.

Project Management of Funded Projects

The management of funded projects consists of scientific, administrative, and financial activities. The scientific activities of a project are the sole responsibility of the Project Coordinator (PC)³ or the Partner Research Coordinator (PRC)⁴ and associated Researchers involved in the project (Fig.1). The administrative and financial activities require the collaboration of the PC/PRC with the R&IO and the Finance Officer (FO) (who will work in close collaboration with the University's Finance Department) (Fig.1). Good collaboration is necessary in order for the projects to be carried out and completed successfully.



Figure 1: Project Management Collaboration

³ 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.

⁴ 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 the current Guide is to inform PCs/PRCs on the steps to be taken to ensure successful administrative and financial management of the projects. PCs/PRCs are required to read the important information outlined in the current Guide as soon as they have been awarded a research grant. By following the 13 steps outlined in Fig.2, PCs/PRCs will be able to manage funded projects effectively and smoothly.

The 13 Steps of Project Management

Fig.2 summarizes the 13 steps to be followed for the successful management of research projects.

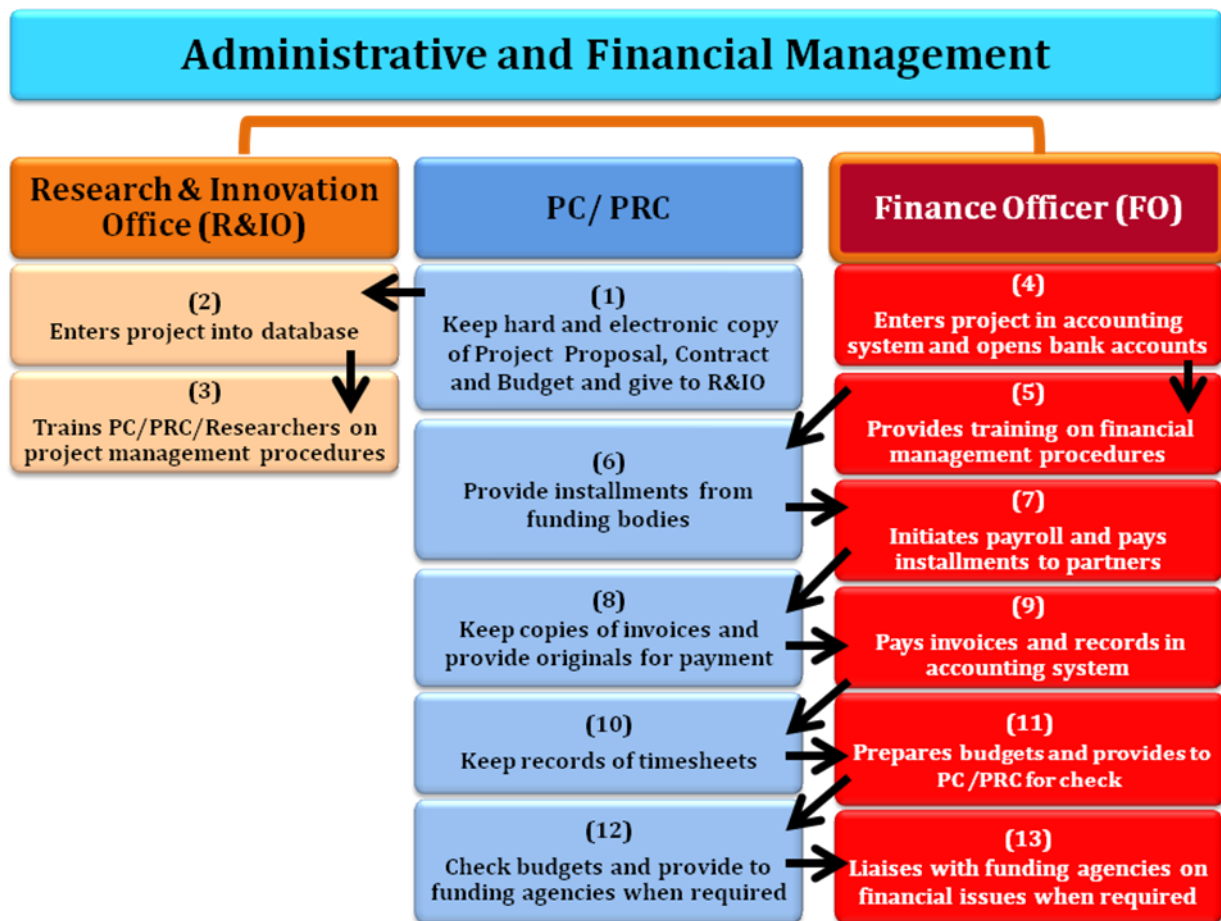


Figure2: 13-Steps to Administrative and Financial Management of Funded Projects

Step 1: *The PC/PRC keeps hard and electronic copies of the project documents and provides original project documents (if available) to the R&IO*

Following the signing of the Contract, the PC/PRC must:

- Keep hard and electronic copies of the final approved and signed *Contract* (this should include the *Project Proposal* and *Budget*).
- Submit the **original** signed *Contract* (if PC) or a **copy** of the *Contract* (if PRC) and the electronic versions of the *Contract*, *Budget* and the ***Project Overview Form*** (see Appendix B: Form M1) to the R&IO.

Step 2: *The R&IO enters the project into the research project database*

- Upon receipt of the *Contract*, *Budget* and the *Project Overview Form*, the R&IO will enter the project into the electronic research project database.

Step 3: *The R&IO informs the PC/PRC on project management procedures*

- Following the signing of the project *Contract* and the commencement of the project, the R&IO will inform the PC/PRC on the management for the project, in accordance with the rules and regulations of the specific funding agencies and the specific call.
- **All PCs/PRCs engaged in managing funded projects must attend the Information Sessions that are relevant to their projects.**
- For detailed information as to how PCs/PRCs should organize/manage their projects please refer to ***Appendix A1: Rules and Regulations for Project Organization***.

Step 4: *The FO enters project in accounting system and opens bank accounts*

- The Finance Officer (FO) will enter the *Project Budget* into the accounting system and create a coding-system for the various budget categories.
- Specific codes will be assigned according to the categories of each funding agency. Codes will be created for all budget categories and sub-categories.
- The FO will open a separate bank account (with no overdraft) for every project under the University of Nicosia. The signatories of this bank account will be the PC/PRC and the FO.
- For a detailed description of the budget categories and the rules to be followed within each category please refer to ***Appendix A2: Rules and Regulations for Budget Categories***.

Step 5: The FO informs the PC/PRC about the financial management procedures

- The FO will inform the PC/PRC on the internal financial management procedures.
- The codes corresponding to the different budget categories and sub-categories will be provided to the PC/PRC. The PC/PRC must use these codes to ensure the correct and consistent identification and declaration of project-related expenses.

Step 6: The PC/PRC provides instalments from funding bodies to the FO

If UNic participates as a *Host Organisation*:

- The PC will liaise with the funding agency to secure the first instalment of the project.
 - In the event that an instalment must be paid by bank transfer, the PC is responsible for providing the funding agency with all the necessary bank account details.
 - Upon receipt of the instalments from the funding agency, the PC will:
 - submit the relevant cheque to the FO or
 - inform the FO regarding the payment of an instalment via bank transfer
 - The PC must indicate the specific project code assigned by the FO in all oral and written communication.
- The PC, in collaboration with the FO, will be responsible for obtaining the financial information of all Project Partners. Please refer to the ***M6. Bank Identification Form (Appendix B)***.

If UNic participates as a *Partner*:

- The PRC will liaise with the PC of the Host Organisation to secure the first instalment of the project.
 - In the event that an instalment must be paid by bank transfer, the PRC is responsible for providing the PC of the Host Organisation with all the necessary bank account details.
 - Upon receipt of the instalment from the PC of the Host Organisation, the PRC will:
 - submit the relevant cheque to the FO or
 - inform the FO regarding the payment of an instalment via bank transfer
 - The PRC must indicate the specific project code assigned by the FO in all oral and written communication.

Step 7: The FO initiates payroll and pays instalments to partners

- The FO will provide an acknowledgment letter upon the receipt of a cheque for the payment of the first instalment.

- Upon receipt of the first instalment, and in accordance to the funding agency, the FO will initiate the payroll for staff that are engaged in the project and will make all other necessary payments.
- When UNic is participating as a *Host Organisation*, upon receipt of the first instalment and following instructions from the PC, the FO will pay the instalments due to Project Partners. Payments to Project Partners will be sent within **two (2) working weeks** following the deposit of the funds and provided the Project Partners have sent all required documents and financial information.
- The same procedure is followed for the payment of subsequent instalments.
- If required, please refer to the ***M5. Salary Payment Form (Appendix B)***.

Step 8: The PC/PRC keeps copies of invoices and provides originals for payment to the FO

- The PC/PRC will be responsible for consulting the *Project Budget* prior to committing to the purchase of any project-related items or services.
- The PC/PRC must keep copies of all project-related invoices.
- The PC/PRC must code all **original invoices** in accordance with the codes assigned by the FO and forward these to the FO for payment by the 23rd of each month. Invoices submitted by fax, scan or PDF format will not be accepted. Payments will be made by the 7th of the following month.
- **It will be the sole responsibility of the PC/PRC to adhere to the approved *Project Budget*. Any additional amounts incurred over and above the approved *Project Budget* will not be covered.**

Step 9: The FO pays invoices and records these in the accounting system

- The FO will be responsible for making all project-related payments in accordance with the approved *Project Budget* and to ensure that all accounting entries of the projects are up-to-date.
- Depending on the type of payment, the FO will prepare either a cheque payment or a bank transfer.
- All transactions will be recorded in the accounting system set up for each project.
- A receipt of payment will be obtained and a copy will be given to the PC/PRC.

Step 10: The PC/PRC keep records of timesheets

- All staff are responsible for preparing their individual timesheets on a monthly basis.

- A detailed description of the rules and regulations for completing timesheets is provided in ***Appendix A3: Rules and Regulations for Completing Timesheets.***
- A template of the timesheet is included in ***Appendix B (Form M3: Timesheet Template).***
- The timesheets must be checked and signed by the PC/ PRC and must adhere to the *Project Budget.*
- The Researchers must submit the approved timesheets to the FO by the 20th of every month.

Step 11: The FO prepares budget reports and provides them to PC/PRC for check

- At the end of each month and prior to the submission of any project reports (Six-month, Interim and Final Reports), the FO will provide the PC/PRC with a *Budget Report.*
- The FO will support:
 - the PC to prepare financial reports (Six-month, Interim and Final Reports) to be submitted to the funding agency
 - the PRC to prepare financial reports (Six-month, Interim and Final Reports) to be submitted to the PC of the Host Organisation.

Step 12: The PC/PRC must check the Project Budget and prepare reports when required

If UNic participates as a *Host Organisation*:

- The PC:
 - must check the *Budget Reports* provided by the FO and inform the FO of any changes or alterations that may be required
 - will be responsible for submitting all progress reports (Six-month, Interim and Final) to the funding agency in accordance with the specified deadlines.

If UNic participates as a *Partner*:

- The PRC:
 - must check the *Budget Reports* provided by the FO and inform the FO of any changes or alterations that may be required
 - will be responsible for submitting all progress reports (Six-month, Interim and Final) to the PC of the Host Organisation in accordance with the specified deadlines.

Step 13: The FO liaises with funding agency on financial issues when required

- The FO will provide his support to PCs/PRCs when required during checks by funding agencies (e.g. Six-month, Interim and Final).

- The PC/PRC must contact the FO to arrange a meeting to review *Project Budgets* for *Project Reports*.
- In the case of Final Reports, PCs/PRCs must contact the FO no later than **two (2) working weeks** following the end date of the project in order to set up an appointment to review the project budget.
- The FO will liaise with the funding agency regarding financial issues if and when they may arise.

Appendix A: Rules and Regulations for the Management of Funded Projects

A1: Rules and Regulations for Project Organization

- A separate **Project Folder** should be kept by the PC/PRC for each new project. This is the official Project Folder and must be ready for review by internal and/or external auditors at any given time.
- It is recommended that the **Project Folder** be divided into the following sections:
 - Project Proposal
 - Contract
 - Budget
 - Communication with funding agency
 - Communication with project coordinators and/or partners
 - Monthly timesheets
 - Copies of invoices and receipts*
 - Personnel costs
 - Durable equipment
 - Computers & software
 - Costs for buildings
 - Costs for external services
 - Dissemination and exploitation costs
 - Travel costs
 - Consumables
 - Other specific costs

* All invoices must be coded in accordance with the codes assigned by the FO and stored in chronological order.

A2: Rules and Regulations for Budget Categories

- PCs/PRCs must follow the rules and regulations set out below for each budget category in order to ensure the eligibility of the costs incurred throughout the duration of the project.
- PCs/PRCs should be aware that VAT should be included in the budgeted costs of each project as VAT is not recoverable by UNic.
- In cases in which expenses are considered non eligible or in the case that these expenses are over and beyond the approved budget categories, these 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 must keep monthly timesheets to be approved by the PC/PRC and subsequently by the FO. The regulations that should be followed for completing the timesheets are presented in **Appendix A3**.
 - The PC must submit all the timesheets to the FO by the **20th of each calendar month** or the previous working day if the 20th falls on a weekend or public holiday.
 - Non-eligible staff costs include:
 - Overtime
 - Work during weekends and public holidays
 - Bonus

 - **Durable equipment**
 - For Cyprus Research Promotion Foundation (RPF) projects, depreciation (the economic life) for durable equipment is 60 months.
 - Funding agencies usually pay for the time the equipment was used during the project.
 - 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: €1000 x 100% x 36 / 60 = €600 negative balance €400. The agency will pay €600 out of €1000. The remaining €400 is not an eligible expense.
 - In case the negative balance cannot be covered from the project overheads then the PC must apply to the President of the Council for approval at the

- pre-submission stage (see Submission Guide), indicating the amount that needs to be financed by the University.
- Please refer to **M7. Order Requisition Form (Appendix B)**.
- **Computers & software**
 - For RPF projects, depreciation (the economic life) for computers & software is 36 months.
 - Funding agencies usually pay for the time the equipment was used during the project.
 - 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: $€1000 \times 100\% \times 24 / 36 = €667$ → negative balance €333. The agency will pay €667 out of €1000. The remaining €333 is not an eligible expense.
 - In case the negative balance cannot be covered from the project overheads then the PC must apply to the President of the Council for approval at the pre-submission stage (see Submission Guide), indicating the amount that needs to be financed by the University.
 - Please refer to **M7. Order Requisition Form (Appendix B)**.
 - **Subcontracting**
 - The R&IO must prepare a Contract with the sub-contractor.
 - The sub-contractor must submit an invoice to the R&IO for the services provided vis-à-vis the project.
 - The invoice must be issued to the organization that requests the service indicating the project code and name and report the suppliers' VAT number and tax identification code.
 - The FO will make the payment and obtain the original receipt.
 - Please refer to **M8. Subcontract Request Form (Appendix B)**.
 - **Dissemination and exploitation costs**
 - **Services from suppliers**
 - The PC/PRC must obtain an invoice from the supplier and submit the original to the FO.
 - The invoice must be issued to the organization that requests the service and must include the project code and name and the suppliers' VAT number and tax identification code.
 - The FO will prepare the cheque and the PC/PRC will be responsible to deliver the cheque to the supplier.
 - The PC/PRC must obtain a receipt of payment from the supplier and will submit the original to the FO.
 - **Organization of conference/seminars**
 - Conferences/seminars can only be organized if they are included in the *Project Budget*.
 - The PC/PRC who organize conferences/seminars at the University should:
 - Contact the University's in-house design unit, Mediazone, for the production of promotional material (e.g. invitation cards, posters, banners).
 - Be responsible for dissemination of promotional material.

- Contact the Office of the Director of Communication or the Events Manager for assistance in promoting their event.
 - Contact the Events Manager/Main Reception to book conference and/or seminar rooms.
 - Contact the Gallery Restaurant or the Millennium Cafeteria to arrange for catering (coffee breaks, lunch, cocktail, etc.).
 - Contact the Office of General Administration for the preparation of rooms (e.g. cleaning or reorganization of room set up) or for assistance in transporting material within the University.
 - Contact professional conference organizers for big conferences.
 - **Conference participation**
 - When applying for a conference, the PC/PRC must make sure that they apply under the organization which is officially involved in the project (e.g. a researcher should not register under the University of Nicosia participating in a project under the UNRF). The PC/PRC must also include the logo of the participating organizations and the funding agency in posters/oral presentations.
 - The PC/PRC must submit proof of payment of the **conference registration fee** to the FO.
 - For proof of conference participation the PC/PRC must submit to the R&IO:
 - the conference programme (highlighting the date and time of their presentation)
 - a copy of the conference proceedings (if available)
 - copies of any conference posters and/or oral presentations.
- **Travelling costs**
 - Upon return from any project-related trip the PC/PRC must submit the following documents to the FO in order to claim reimbursement:
 - Invoice and receipt of payment for air ticket (economy class)
 - Original boarding passes
 - Invoice and receipt for payment for accommodation
 - Receipt for payment for transport from place of stay to the airport and vice-versa
 - In case the PC/PRC travel abroad for research purposes then they must submit to the R&IO invitations for meetings, agendas and meeting minutes.
- **Consumables**
 - The PC/PRC must obtain an invoice for the purchase of the consumable and submit the original to the FO.
 - The invoice must be issued to the organization that requests the service and must show the suppliers' VAT number, tax identification code and/or identification number and the code and name of the project.
 - The FO will prepare the cheque and the PC/PRC will be responsible to deliver the cheque to the supplier.

- The PC/PRC will obtain a delivery report from the supplier and will submit the original to the FO.
 - The PC/PRC will obtain a receipt of payment from the supplier and submits the original to the FO.
 - In case the purchase is made online, PCs/PRCs must pay online and submit a copy of the following to the FO for reimbursement:
 - invoice (if available)
 - receipt of payment
 - delivery report
 - The invoice or delivery report and receipt of payment must be issued to the organization that requests the service, clearly highlighting its legal address and the project code.
- **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 please 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%)

A3: Rules and Regulations for Completing Timesheets

- The Research & Innovation Office (R&IO) will provide the PCs/PRCs/Researchers with the Timesheet Template upon commencement of the project (an example of a Template is provided in **Appendix B: Form M3**).
- All staff must keep **monthly** timesheets.
- When completing time sheets staff **must** follow the following rules:
 - The number of working hours per month must not exceed **140 hours**.
 - The working days spent on a project must not exceed **17.5 days per month**.
 - The working hours spent on a project must not exceed **8 hours per day**.
 - Hours worked on project-related activities must be declared **from Monday to Friday**. Hours declared on Saturday and Sunday are not eligible.
 - Hours declared on public holidays are not eligible.

For the academic year 2012-2013, these include:

▪ Cyprus Independence Day:	Monday, 1 October 2012
▪ Greek National Day:	Sunday, 28 October 2012
▪ Christmas:	Monday, 24 to Thursday, 27 December 2012
▪ New Year's Eve:	Monday, 31 December 2012
▪ New Year's Day:	Tuesday, 1 January 2013
▪ Epiphany:	Sunday, 6 January 2013
▪ Green Monday:	Monday, 18 March 2013
▪ Greek Independence Day:	Monday, 25 March 2013
▪ National Day:	Monday, 1 April 2013
▪ Labour Day:	Wednesday, 1 May 2013
▪ Easter:	Thursday, 2 to Tuesday, 7 May 2013
▪ Pentecost (Kataklysmos):	Monday, 24 June 2013
▪ Assumption:	Thursday, 15 August 2013

For the academic year 2013-2014, these include:

▪ Cyprus Independence Day:	Tuesday, 1 October 2013
▪ Greek National Day:	Monday, 28 October 2013
▪ Christmas:	Tuesday, 24 to Friday, 27 December 2013
▪ New Year's Eve:	Tuesday, 31 December 2013
▪ New Year's Day:	Wednesday, 1 January 2014
▪ Epiphany:	Monday, 6 January 2014
▪ Green Monday:	Monday, 3 March 2014
▪ Greek Independence Day:	Tuesday, 25 March 2014
▪ National Day:	Tuesday, 1 April 2014
▪ Easter:	Thursday, 17 to Tuesday, 22 April 2014
▪ Labour Day:	Thursday, 1 May 2014
▪ Pentecost (Kataklysmos):	Monday, 9 June 2014
▪ Assumption:	Friday, 15 August 2014

- Upon completion of the timesheets staff should provide these to the PC/ PRC for approval.
- It is extremely important to follow the above rules in order to ensure that PCs/PRC/Researchers will be entitled to receive all the staff costs that they are due. Failure to follow the above rules may result in the staff receiving a reduced amount of staff costs from the funding agency.

Appendix B:
Internal Forms for the Management of Funded Projects

M1. Project Overview Form				
<i>This Form must be completed by the PC/PRC and submitted to the R&IO</i>				
A. General Project Information				
Project title				
Project code				
Acronym				
Summary (max. 200 words)				
B. Funding				
Funding agency				
Framework				
Programme				
Action				
C. Internal Coordination (UNIC)				
Project submitted under				
Role in project				
Project Coordinator (PC) / Partner Research Coordinator (PRC)				
Department & School				
Contact Details	Tel.:		Fax:	
D. External Coordination <i>(applicable when UNIC is NOT the HOST ORGANISATION)</i>				
Host organisation				
Project Coordinator (PC)				
Contact Details	Tel.:		Fax:	
E. Partners				
Partner No.	Organisation	Country	Contact Person	Email and/or Telephone
1				
2				
3				
(Add more rows)				
F. Schedule				
Year Awarded	Duration (in months)	Start Date	Expected End Date	

G. Budget (Euro)					
	%	Euro	1st instalment	2nd instalment	3rd (Final) instalment
Funding agency contribution					
Own contribution					
Total organization budget					
Total host organization & partners' own funding					
Total project budget					

H. REPORTING			
Report type	Due Date	Date Submitted	Check / Interview Date
Six-month Report			
Interim report			
Final report			

M2. New Employee Data Form							
<i>This Form may need to be completed by new employees commencing funded projects <u>under UNIC</u>. Please contact the Finance Officer at the R&IO before completing this form.</i>							
Please select payment method							
1	Employee through payroll (with social insurance etc)						
	<i>In this case please complete sections A, B and C.</i>						
2	Self – Employed/Company (through invoice)						
	<i>In this case please complete sections A, B and D (an invoice should be provided together with a timesheet to the Finance Officer by the 20th of each month)</i>						
A	Employee Details						
Full Name:		Surname		First Name		Middle Name	
Nationality*		Date of birth		Gender			
Marital Status		Single	Married	Divorced	Widowed		
Identity Card No. or ARC No.		Social Insurance No.**					
<i>(If your nationality is other than Cypriot, it is compulsory to obtain an ARC No.***)</i>							
Home Address							
		(Postcode)					
Home Telephone:		Mobile:					
B	Appointment Details						
Appointment Start Date							
Employment Details		Full Time	Part Time	Hours per month			
Employment Group		Researcher		Independent Researcher			
Gross Salary €		Hourly Rate €					
C	Tax Details						
All new employees at UNIC must contact the Finance Officer at the R&IO in order to complete the IR59 Income Tax Form.							
D	Invoice Details						
If the invoice issued is not in your name but under a company, please provide the following:							
Company Name							
Employee's Signature							

* If your nationality is other than Cypriot, please provide in the remarks section below your Passport No.

** If you do not have a Social Insurance No. please contact the Finance Officer at the R&IO for further information.

*** If you do not have an ARC No. please contact the Finance Officer at the R&IO for further information.

Remarks:

Employee's Signature:

Date:

Finance Officer Signature:

Date:

M4. Travel Reimbursement Form

Please see the notes below before completing this Form.

Travel Cost		Euro	Travel Information	
A.	AIR TICKET COST		PROJECT TITLE:	
	Total Cost		PROJECT CODE:	
B.	SUBSISTENCE ALLOWANCE <i>Note: No. of Overnight Stays x Max. Eligible Daily Rate</i>		TRAVEL FROM (CITY/COUNTRY):	
	Total Cost		TRAVEL TO (CITY/COUNTRY):	
C.	Travel To-From Airport <i>Note: Public services must be used. Under special circumstances private service may apply. Subject to approval.</i>		HOTEL CHECK-IN DATE:	
	Total Cost		HOTEL CHECK-OUT DATE:	
D.	Other <i>Note: Any Other Costs must be fully explained under Comments. Subject to approval.</i>		NO. OF APPROVED OVERNIGHT STAYS	
	Total Cost		MAX. ELIGIBLE DAILY RATES FOR SUBSISTENCE COST <i>Note: As Approved by the EU/Rates Annexed to the Contract</i>	
E.	Total Travel & Subsistence Cost (A+B+C+D)		PURPOSE OF THE TRIP:	
ADDITIONAL COMMENTS:				
Approved By:				
Project Manager:			Signature:	Date:

PAYMENT RECEIPT	
I verify that all above information is correct and that I have received the total amount of Euros from the Organization as reimbursement for the above approved trip.	
Name:	
Signature:	
Date:	
SUPPORTING DOCUMENTS CHECK LIST	
ALL ORIGINAL DOCUMENTATION MUST BE SUBMITTED IN ORDER TO BE REIMBURSED	
EMPLOYEES MUST KEEP COPIES OF ALL ORIGINALS	
Air Ticket Invoice & Receipt	
Boarding Passes	
Hotel Invoice & Receipt	
Travel to and from the Airport Invoice & Receipt	
Agenda	
Signed Attendance list	
TRAVEL POLICY	
<p>Travel and Subsistence Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities and approved budget. Any approved trip includes the following eligible expenses provided that the employee submits all required original documentation to the Financial Officer:</p> <ul style="list-style-type: none"> - Air flight tickets (most economic fair where possible) - Travel to-and-from the airport only (provided the most economic transportation is used where possible) - Subsistence allowance for each overnight stay paid on the basis of a daily allowance ceiling rates specified by the project - Subsistence rates cover accommodation, meals and all local travel costs. - The maximum number of eligible days is based on the number of approved meeting dates <u>plus</u> one day (i.e. If you have a two day meeting then you are eligible for three full subsistence days) <p>Note: In calculating the number of days for which to apply the daily subsistence rate it should be noted that a FULL day normally includes an overnight stay. In duly substantiated cases, a full day's allowance without an overnight stay may be allowed with a pro rata reduction for accommodation)</p>	

M5. SALARY PAYMENT FORM

This Form may need to be completed by new employees commencing funded projects under UNIC. Please contact the Finance Officer at the R&IO before completing this form.

Month:	
Year:	

Project Title:	
PC/PRC:	
Internal Project Code (as provided by the Finance Officer):	

Tel:	
Fax:	

For the Payment of (please indicate with an - x -):*	
Researcher(s)	
Independent Researcher(s) (IR)	

Item #	Name	Surname	Researcher/IR	Period (month)	Total hours	Hourly rate	TOTAL
1							€
2							€
3							€
4							€
5							€
6							€
7							€
8							€
9							€
10							€
						TOTAL	€

Other Comments and/or Special Instructions

IMPORTANT NOTES:

1. For salaries to be approved and paid at the end of the month the Time Sheets, duly signed by both parties (PC/PRC and Researcher/IR), must be submitted by the 20th of each month.
2. Should individual timesheets **NOT** be submitted together with this Form then there will be a delay in payment.
3. All payments will be made by cheque issued in the name of the Research and Independent Researcher.

Authorized by (signature): _____

Date: _____

Name (PC/PCR): _____

FOR INTERNAL USE BY RESEARCH & INNOVATION OFFICE

Received by (signature): _____

Date: _____

Finance Officer: _____

M6. BANK IDENTIFICATION FORM

Project Title:	
Project Code (if available)	
Partner Name:	
Country	

Account Name			
Account Name-1			
Address			
Town/City		Postcode	
Country			

1-The name or title under which the account has been opened and NOT the name of the account holder

Contact			
Telephone		Fax	
Email			

Bank			
Bank Name			
Branch Address			
Town/City		Postcode	
Country			
ACCOUNT NUMBER			
IBAN-2			
<i>If applicable</i>			
SWIFT or BIC Number			
SORT Code			

2-If the IBAN Code (International Bank Account Number) is applied in the country where your bank is situated

DATE + SIGNATURE OF ACCOUNT HOLDER

M7. ORDER REQUISITION FORM: Durable Equipment, Computers & Software, Cost of External Services, Access, Other Specific Costs and Consumables

UNIVERSITY OF NICOSIA

Date:	
--------------	--

Project Title:	
PC/PRC:	
Internal Project Code (as provided by the Finance Officer):	

Tel:	
Fax:	

For the purchase of (please indicate with an - x -):*	
Durable Equipment	
Computers & Software	
Cost of External Services	
Access	
Other Specific Costs	
Consumables	

BILL TO:
University of Nicosia
Project Title:
Research & Innovation Office
46 Makedonitissas Ave, 1700 Nicosia, Cyprus
Tel #: 00357 22841 500

PAYMENT ORDER	
Date:	
P. Order #	
Supplier	

Vendor Information	
Vendor	
Address	
Country	
Telephone	
Email	
Website	

SHIP TO (if applicable):
University of Nicosia
Project Title:
Research & Innovation Office
46 Makedonitissas Ave, 1700 Nicosia, Cyprus
Tel #: 00357 22841 500

CATALOGUE # (if applicable)						
Item #		DESCRIPTION	VENDOR	QTY	UNIT PRICE	TOTAL
1						€
2						€
3						€
4						€
5						€

Other Comments and/or Special Instructions

SUBTOTAL	€
VAT RATE	
VAT	€
S & H	€
OTHER	€
TOTAL	€

VENDOR requires pre-payment :	YES	NO
<i>If yes, please specify amount:</i>		

For Internal Use*	*to be checked against approved budget
Project Funds	Yes
Project Code	No
Approval of Order	(Authorized Signature)
Date:	
ORDER by:	Date:
PC/PCR	

NOTE: PAYMENT TERMS

Local suppliers by check to be collected from the R&IO Finance Officer upon presentation of an invoice

Overseas suppliers by bank transfer after completing the **Bank Identification Form**

M8. SUBCONTRACT REQUEST FORM

UNIVERSITY OF NICOSIA

Month:	
Year:	

Project Title:	
PC/PRC:	
Internal Project Code (as provided by the Finance Officer):	

Tel:	
Fax:	
Email:	

Request for Subcontract			
Was the subcontract approved within the original contract		YES	NO
If NO, attach the request made and the approval obtained from the Funder/Sponsor			

Contact Information		
Is the subcontractor:	For Profit	Private
	Non For Profit	Public

Subcontract Legal Name:			
Is the subcontractor from abroad?	<i>Name of Country</i>		
	EU:		Other:
Value Added Tax			

Budget Period:		From:		To:		Total Amount:	
-----------------------	--	--------------	--	------------	--	----------------------	--

Address:					
Telephone:		Fax:		Email:	
Website:					

Legal Representative (Name/Surname):	
--	--

Are the contact details the same as above:	YES		
	NO	if NO please provide contact details:	

How often do you want subcontractor to submit invoices?	Monthly		Quarterly		Scheduled (provide schedule)	
--	----------------	--	------------------	--	-------------------------------------	--

Payment details*:	Bank transfer		Check		Bank deposit	
--------------------------	----------------------	--	--------------	--	---------------------	--

**Should the payment be via bank transfer or deposit please obtain the full payment details of subcontractor with the Bank Identification Form and attach it to this Form*

Check list of required documentation:	
Annex I	Bank Identification Form
Annex II	Number of TENDERS as required by the Funding Agency (will vary according to amount & Funding Agency)

Other Comments and/or Special Instructions

I certify that I understand my responsibilities for monitoring this subcontract in accordance with my institutions and funding agency policies and guidelines

Authorized by (signature): _____ **Date:** _____

Name (PC/PCR):

FOR INTERNAL USE BY RESEARCH & INNOVATION OFFICE	
Received by (signature):	Date: _____
Finance Officer:	