



ΑΝΟΙΚΤΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΚΥΠΡΟΥ  
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## RESEARCH GUIDE



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## **Acronyms**

OUC: Open University of Cyprus

OAMRP: Office of Accounting Management of Research Programs

DEP: Teaching and Research Staff

DAF: Director of Administration and Finance

RIF: Research and Innovation Foundation

RIIU: Research, Innovation and Interconnection Unit

CTS: Collaborating Teaching Staff

VAT: Value Added Tax

## 1. Purpose – Objectives

The aim of this Research Guide is to include in a short text the procedures followed in research projects and activities. The Guide together with the attached guidelines will provide faculty members and researchers with a unique point of reference for current decisions followed by the University.

## 2. Research Policy

The Open University of Cyprus (OUC) is active in a wide range of research fields, related to the research interests of the members of the Teaching and Research Staff (DEP) and participates in research projects funded either by internal OUC funds or by national or European funds. OUC encourages and supports:

- basic theoretical research aimed at advancing scientific and technological knowledge, and
- applied research that aims to investigate issues, mainly technology and innovation, the development of new services and products, processes and methods, as well as the improvement of existing ones.

Research at OUC is free within the framework of academic ethics and is transparent. However, temporary confidentiality of survey data is permitted.

OUC's research programs are funded:

- from university sources including:
  - funds from the Republic of Cyprus (state sponsorship),
  - revenues from services provided to third parties, from commercial exploitation of patents, know-how and products resulting from funded projects; and
  - Revenue from deductions provided for in ongoing projects.
- from external sources including:
  - Special contributions, financing and donations by legal persons governed by public or private law or individuals,
  - international organisations interested in supporting research in specific research areas, and
  - sponsorships from Cypriot, European and International Organizations.

It is noted that the use of OUC infrastructure for one's own financial benefit is prohibited.

### 3. Research Committee

The Research Committee operates within the framework of the legislation governing the operation of the OUC, taking into account the relevant rules and regulations of the Committee and the decisions taken by the bodies of the OUC.

The Research Committee has an advisory role to the competent collective bodies of OUC and makes recommendations on research policy and the development of research activities of the University. Upon assignment and based on relevant decisions of the OUC bodies, it examines and approves requests from faculty members.

The Committee ensures the implementation of all decisions of the Senate concerning research and takes any initiative in order to contribute to the promotion, improvement, development and promotion of scientific research conducted at the University. In particular, its role is to address issues related to the conduct of high-level research at OUC, including issues related – among others – to:

- the use of budget line 3.11,
- the announcement, evaluation, absorption and reporting of research activities,
- the announcement, evaluation, absorption and reporting of internal research projects,
- the Sabbatical leave outcomes of faculty members,
- advising on requests from faculty members, and
- Specific requests for purchases of goods or services.

The Research Committee is appointed by the OUC Senate. It is staffed with representatives of all Faculties, the Research, Innovation and Liaison Unit, and the Office of Accounting Management of Research Programs (OAMRP). The Research Committee of OUC consists of:

- the President,
- the responsible Vice-Rector,
- one faculty member from each School,
- a representative of the RIIU, and
- representative of OAMRP.

The Research Committee may be chaired by a faculty member from the rank of Assistant Professor and above, while his term of office is 3 years. The President of the Research Committee may be the same person for two consecutive terms or three interrupted terms.

The responsibilities of the Committee of Inquiry include everything recorded in the Terms of Reference : [https://www.ouc.ac.cy/images/Όροι\\_Εντολής\\_Επιτροπής\\_Έρευνας.pdf](https://www.ouc.ac.cy/images/Όροι_Εντολής_Επιτροπής_Έρευνας.pdf)

## 4. Research, Innovation and Interconnection Unit

The Research, Innovation and Liaison Unit offers administrative support to the academic community regarding the management of research projects:

- informs faculty members about the possibilities of submitting research proposals to new programs, deadlines and funding sources, corresponding to their research interests,
- administratively supports the University community in the preparation, submission and implementation of research proposals,
- supervises the dissemination of research results and research publications in collaboration with the Research Committee and the academic community, and
- administratively supports the Research Committee of OUC.

It also supports the interconnection of the research community with the wider society and administratively supports innovation issues.

At regular intervals, the RIIU sends internal Newsletters regarding the new calls for projects to which the faculty members as well as the Administrative staff can apply. This information comes from, inter alia, the following bodies:

- European Research Council
- European Office Cyprus
- Research and Innovation Foundation (RIF)
- Foundation for the Management of European Programmes (FMEP)
- Pedagogical Institute
- Ministry of Education.

The service of researchers is provided in collaboration between the RIIU and the OAMRP. Headquarters, the OUC Units reply to the following email addresses:

- Research, Innovation and Interconnection Unit: [research@ouc.ac.cy](mailto:research@ouc.ac.cy)
- Office of Accounting Management of Research Programs: [research.acc@ouc.ac.cy](mailto:research.acc@ouc.ac.cy)

## 5. Accounting Office

The staff of the Accounting Department provides support regarding the financial management of external research projects throughout the implementation of the projects. Support shall include the following responsibilities:

- Maintaining an account per project,
- Preparation of financial reports,
- Eligibility check of expenses (including fees of faculty members) based on the terms of funding and regulations of OUC,
- Receipt and checking of timesheets, and
- Maintaining and updating the Researcher's Account.

## 6. Legal Representative for Research

The legal representative of OUC for research issues is the Vice-Rector (Economics or Research). For European programs he is designated as a Legal Entity Appointed Representative (LEAR).

## 7. Cooperation with Other OUC Services

The Research Committee and the NDC, as appropriate, may cooperate with the following OUC units:

- Human Resources Department, for the recruitment process of external research associates,
- Contracts and Tenders Office, for expenses falling under the Contracts and Tenders Laws, and
- Payroll and Pensions Office, members of the Academic and Administrative staff and external research associates.

## 8. Research Activity

Each faculty member receives annual funding for his/her Research Activity, with an amount determined by the OUC bodies based on the University's development strategy.

The Director of Administration and Finance, an auditing officer of the university, decides on the amount of concession for annual research activity after the approval of the OUC Budget by the House of Representatives.

The Research Committee informs the faculty members by e-mail about the announcement of the Research Activities.

In order for the Research Committee to allocate the amount allocated for Research Activities from budget line 311 to each faculty member, it should take into account the absorption of the fund, as well as the results of the previous year's Research Activity. It is noted that the equal distribution to all faculty members in advance is not given.

Each faculty member receives €5,000, depending on the amount of the approval of the OUC budget by the House of Representatives (with the possibility of variation by the Rector's Council depending on the available balances in budget line 311). Given the amount of the Research Activity, each faculty member declares in writing to the NDC the amount he intends to spend on each category of eligible expenses and the Research Committee approves. The faculty member has the ability to reallocate expenses per

category of eligible costs by simply informing the NDC and the Accounting Department. Specific requests are examined after their submission to the Research Committee.

At the end of the financial year, faculty members submit for approval a brief financial and technical report to the Research Committee regarding the use of the amount of Research Activity.

The eligible costs for the Research Activities are summarized as follows::

- Expenses for scientific missions, such as travel, accommodation, food and travel insurance.
- Fees for registration to scientific conferences and fees for publication of articles in scientific journals.
- Registration fees to scientific and related associations.
- Expenses for the purchase of specialized laboratory equipment and consumables.
- Expenses for the purchase of a computer of a faculty member, every five years. The market provides for the submission of a documented, short, market need note and approval of the expenditure by the CP.
- Expenditure on the purchase of a computer PhD and/or research associate and scientific associate even with zero remuneration, depending on needs. The market provides for the submission of a documented, short, market emergency note and approval of the expenditure by the CP
- Expenses for the purchase of software or databases.
- Subscriptions to specialized electronic databases
- Expenditure on the purchase of specialized services
- For granting scholarships to postgraduate or doctoral students or postdocs, in accordance with university policy
- Expenditure on other specific needs upon substantiated request and approval.
- Conferences
- Participation as a speaker and for simple attendance is covered, In addition, the cost of registration to conferences is covered,
- Lectures at universities abroad
- Project meetings
- Study in an academic library abroad, etc..

#### Other eligible costs

##### **Fees and charges:**

- Publication fees in reputable open access journals
- Subscriptions to professional and scientific associations

- Securing copyright
  - E.g. to use copyrighted material in publications, etc.
- Contribution to publishers for the publication of a book or edited volume
  - Maximum contribution of the University: €1000

**Books:**

- Purchase of books for the benefit of the library, which are provided to the researcher in the form of permanent lending.

**Indicatively and not restrictively:**

- Data collection and analysis (with/from questionnaires, etc.)
- Literature review
- Assistance in the study of scientific studies written in languages that the faculty member does not possess
- Translation of papers for publication (Greek to foreign language and vice versa)
- Manual work in archaeological excavations

**Notes:**

1. Maximum compensation period per diem: 7 days within Europe and 9 days for trans-atlantics.
2. The general regulations on leave of absence of faculty members, the amount of allowances per diem, etc. apply.
3. Any bank charges are charged to the account of the Research Activity.

## 9. Research Project Manager

Each project has its Research Coordinator, who is a faculty member of OUC. In some cases, the research project manager may be a member of the SEP. In such cases, a faculty member is appointed as a member of the research team and he/she will be responsible for management on behalf of the university. The Research Coordinator is the main author of the submitted proposal and is legally responsible for the completion and management of the project.

## 10. External Research Proposal

In order to submit a research proposal to a European or National Agency for funding, the faculty member or the member of the Administrative staff has the obligation to notify by e-mail before the relevant deadline, both to the Legal Representative and to the RIIU the following:

1. A complete copy or draft of the proposal to be submitted,

2. English and Greek project summary (for promotional purposes),
3. Documents to be signed by the Legal Representative.
4. Filing of Form 124 [ANNEX X].

With the approval of a proposal for external funding, the RIIU informs the Accounting Department and the Tenders Department about the start of the implementation of the project. The implementation begins with the submission of a copy of the signed contract to the OUC.

## 11. Recruitment of researchers

For the recruitment of researchers, the Research Manager of the project informs the RIIU. Recruitment is done in two ways:

### Call for Researchers' Positions

The procedure for vacancies for researchers is as follows [ANNEX I-3]:

- The Research Coordinator prepares the call in collaboration with the RIIU.
- The Accounting Department certifies the adequacy of the budget and man-months.
- The Human Resources Department prepares and announces the final announcement on the OUC website and wherever necessary.
- The Research Coordinator proposes the appointment of a three-member evaluation committee through the Dean of the relevant School to the Rector's Council, which decides.

Applications are submitted electronically through the OUC portal. The minimum deadline for the submission of applications by interested researchers is ten (10) days.

For the selection of the external researcher for employment, the procedure is as follows:

- At the end of the application submission period, the Human Resources Department informs the Research Coordinator of the project and the NDC about the applications.
- The three-member committee meets and evaluates the candidates.
- The three-member evaluation committee prepares an evaluation report to the Rector's Council. The decision of the Rector's Council is communicated to all interested parties: the Research Manager, the Accounting Department, the Human Resources Department and the Archive.
- It is noted that the duration of the researcher's contract may be for more than 30 months and may be renewed if the cost is covered by external funding.

## Direct Recruitment

If researchers are named in the approved project proposals, they shall be recruited without prior notice [ANNEX I-6].

The recruitment process is as follows::

- The Human Resources Department is preparing the contract in cooperation with RIIU.
- The contract is communicated for comments to the Research Manager and the Accounting Department.
- 3 copies are prepared for signature by the researcher. They are then sent for signature by the Vice-Rector.

The following should also be noted:

1. The duration of the researcher's contract may be for more than 30 months and may be renewed if the cost is covered by external funding.
2. Contracts may have a starting date until the 15th of each month. Any Contracts not signed by this deadline will be transferred with a new starting date on the 1st of the following month.
3. For those Contracts that are suggested by the Research Manager to be signed late, it is understood that all charges and fines from the various government services will be cut off from the project.

## 12. Productive Time and Time Sheets

According to European standards, the OUC has determined that a man-month corresponds to **140** hours of work per month, and **7.5** hours of work per day. The total annual working time has been set at **1,680** hours (unless the call for proposals or the funder stipulates otherwise). [Proceedings of the 26th session of the CP 8 Feb. 2019 on the topic of Determination of Working Hours in research programs] [ANNEX I-5].

For purposes of additional compensation, faculty members may be employed in research projects up to 60% of the time specified by the organization or funder on an annual basis. Faculty members may be employed in research projects beyond 60% of the specified time without additional compensation. During the periods that the faculty member is on sabbatical leave, this limit does not apply.

In cases where faculty members participate in more than one project, they must submit consolidated global timesheets through the electronic application, and where required by the Funder. The Time Sheets are signed by the Research Director and the Dean of the

familiar Faculty. If the Dean is the Researcher, then the Time Logs are signed by the Vice-Rector of OUC [APPENDIX I-1].

Employed researchers with hourly/daily compensation – and not a fixed monthly allowance – should prepare monthly Time Recording Reports, which will be submitted signed no later than the 10th of each month, so that the researcher can be paid in the current month.

For programs involving faculty members, members of the Administrative Staff or researchers who are paid on a monthly basis, it is required to fill in Time Sheets no later than the end of the following month for their timely payroll.

### 13. Ethics in Research

The Research Committee will be convened on a case-by-case basis as a Research Ethics Committee, whenever an ethical issue arises during the implementation of research projects or in the process of preparing research proposals.

### 14. Extra-University Activities of Faculty Members

As part of their specialization, faculty members are entitled to take part in various extra-university activities, including the provision of consulting services, research employment, or teaching in another public or private sector organization within and outside the Republic of Cyprus.

The maximum period of employment is set at **20%** of the total productive time, on an annual basis. Relevant details are described in the Revised Circular on Complementary Activities of faculty members.

A substantiated request regarding any extra-university activity of a member of the Teaching Research Staff is submitted to the University Council through the relevant Dean and the Rector's Council. In the annual report to the OUC bodies, each faculty member records the relevant extra-university activities.

### 15. Staff Remuneration

#### Academic staff

The remuneration paid to the Faculty Member may be paid either as payroll (as other benefits) or deposited in his/her Research Account (provided that there is provision for remuneration). The choice between the two is made by the Faculty Member during the submission of the Payment Directive and cannot be revised [ANNEX I-20].

It is not possible to award remuneration to the faculty member (nor to other members of

the Academic or Administrative staff who may participate in the external research project) when there is an own participation from the OUC according to the invitation. If the amount of the same participation is covered and there is a balance in the project, then remuneration can be paid (at the end of the project). The positive or negative balances that may arise with the completion of the external project, after the completion of the audit by the Funder and after the possible compensation of the Faculty Member are charged to the Research Account of the Faculty Member.

For the purpose of calculating the accrued remuneration, it will be considered as established practice that the number of normal working hours corresponding to the month of work of the Faculty Member is **140**, unless otherwise specified in the contract with the Funder.

The hourly remuneration of the faculty member is determined as the monthly earnings divided by the number of normal hours worked, unless otherwise specified in the contract with the Funder.

The daily productive hours may exceptionally exceed **7.5**, provided that the limit of **140** hours per month and **1680** hours per year is maintained, unless otherwise specified in the contract with the Financier. In any case and for each financial reference period of the project, the total remuneration of each OUC staff member must be consistent with the Time Logs of the respective period [ANNEX I-5].

For the compensation of a faculty member, they must be submitted to the Accounting Department:

1. Form "Payment Order/Instruction".
2. Time Record in the form required by the Funder.

There is no limit on Accrued Remuneration [Appendix I-20].

The compensation of academics from external research projects (whether funded by the EU or by another body or organization) is made taking into account the working days charged to the project. Provided that the program allows the remuneration of academics then for charges up to 5 days per project per month, payment is made directly without the approval of the Rector's Council. It is understood that the Accounting Department documents compliance with the regulations.

### **Administrative staff**

OUC administrative staff members have the right to work for remuneration in external research projects [APPENDIX I-7], [ANNEX I-19].

The involvement of the Administrative staff in external projects will take place in the form of: "Project Assignment". Tasks, deliverables and working hours per week or month should be specified. The participation will be calculated in combination with the maximum remuneration of the staff in the project, which should not exceed 50% of the monthly gross remuneration of the member of the Administrative staff.

The hourly remuneration of the Administrative staff, unless otherwise specified in the project contract by the Financier, is determined as follows:

Monthly salary

Number of productive hours worked

The remuneration of administrative staff involved in an external research project is calculated on the basis of their salary scale (on the basis of 1956 hours) unless otherwise specified in the project contract by the Funder.

For the compensation of a member of the Administrative staff, they must be presented to the Accounting Department:

1. Form "Payment Order/Instruction" [ANNEX II-1].
2. Time sheets in the form required by the Financier [APPENDIX II-2].
3. Decision of approval by the Rector's Council.
4. Approval by the supervisor that he/she is not employed at work, where required.

**Research Associates or Faculty Members**

External researchers are defined as collaborators employed by OUC in the context of external projects and with whom an employment contract is signed that includes the type, duration, working time in man-months or hours as well as remuneration [ANNEX I-2]. The gross hourly cost of employing researchers and faculty members will be calculated as defined in the terms of their employment contract.

The submission of the Time Logs must be made within 5 days from the end of the month in question (including the consolidated Time Sheets, which are required in cases of simultaneous employment in more than one research project).

For the reimbursement of researchers' fees, they must be submitted to the Accounting Department:

1. Form "Payment Order/Instruction" [ANNEX II-1].

2. Time Sheets in the form required by the Funder [ANNEX II-2].

Weekends, public holidays and travel days of researchers are not productive working days and are not declared in the Time Logs.

## 16. Staff Mobility

The expenses are reimbursed either directly by the OUC, or by the Faculty Member (Research Coordinator) or by the researcher under contract to the project, who are then reimbursed by the OUC.

### International travel [ANNEX I-8]

The eligible costs shall be those amounts which have been used for the following purposes::

Purpose	Required supporting documents beyond travel documents
To participate in a conference with an announcement	Conference program, electronic address (URL, facebook, tweet) registration invoice
To participate in a conference as General Chairman or Chairman of the Scientific/Steering Committee	Conference program, electronic address (URL, facebook, tweet), registration invoice
To participate in a workshop with an announcement, Participation in a round table (book presentation, etc.)	Program of the workshop, email address (URL, facebook, tweet), registration invoice
To participate in a workshop in order to prepare a proposal in European/ transnational call	Email invitation with agenda

Also, participation in a conference without presentation is allowed, after documented information to the Research Committee.

The following costs shall be eligible in respect of the preceding categories::

- Travel costs (cost of economy class air tickets, transport costs (e.g. taxi, train) to and from the airport in a country of departure and arrival), as well as car parking costs.
- Overnight allowance (1 day before the start of the Conference up to one day after the closing time of the Conference) 60% of the total allowance.
- Food allowance: 20% for lunch and 20% for dinner. Meals offered free of charge by the conference organiser are not covered.
- Registration fee for the conference where applicable (see also coverage of registration costs in professional associations, where applicable) regardless of whether it is online or in person.
- Travel insurance. If insurance coverage is chosen by the airline, then the University is not obliged to provide any compensation in case of flight cancellation.
- Amount of 15€ without receipts for each route if this is an eligible expenditure by

the Financier.

- Cost of PCR/rapid test, if required [ANNEX I-21]

For the payment of previous allowances, the following original forms and proof must be presented within 15 days from the date of return [ANNEX I-9]:

1. Form "Payment Order/Instruction" [ANNEX II-1].
2. International expenses submission form (OUC Form 9) [ANNEX II-6].
3. Air ticket and proof of payment (in economy class).
4. Boarding passes (for all routes).
5. Proof of hotel stay.
6. Shipping costs to and from the airport (domestic and international).
7. Invoice and proof of registration for the seminar, conference, etc.
8. Program of a seminar, conference or in case of a meeting, presentation of the agenda or other evidence certifying the realization of this meeting, etc.

Regarding reimbursements for expenses paid for activities postponed or cancelled due to COVID-19, see the reference to [ANNEX I-10].

Previous eligible costs relate to Research activities and external or internally funded projects. It is recommended to avoid traveling abroad for individual meetings of short/daily duration.

Daily allowance will be paid up to 7 days for travel within Europe and 9 days for transatlantic travel (see decision of the 24th meeting of the Rector's Council dated 23 September 2021).

In cases of Sabbatical leave, the following provisions apply::

- The first air ticket of departure from Cyprus (headquarters), as well as the air ticket of the final return are compensated. Accommodation and food expenses during the period of Saturday Leave are not reimbursed.
- In cases of short trips for the purpose of conferences, meetings, etc., departing or returning from Cyprus or the place where the Sabbatical Leave takes place, the compensation is made in the same way as described above, provided that such trips have been declared at the time of approval of the Saturday Leave. The coverage of any expenses not mentioned during the approval of the Saturday Leave will be examined on a case-by-case basis by the Rector's Council and may be covered by (a) research activity, (b) external work or (c) other source [APPENDIX I-11].

Regarding requests for compensation for the participation of persons in meetings outside Cyprus, who do not have an employment contract with the OUC, the following apply:

- For internal research projects or research activities, the prior approval of the Rector's Council should be obtained.
- For externally funded projects, the Research Project Manager should be consulted.

Domestic travel shall be compensated only for external projects for which such expenditure is considered eligible. For domestic movements are covered:

- Travel
- Allowance for absence away from home in Cyprus (overnight stay and meals)

The necessary proof for the reimbursement of previous expenses is the following:

1. Form "Payment Order/Instruction" [ANNEX II-1]
2. Invoice Submission Form – Hospitality Expenses (OUC Form 57) [ANNEX II-7]
3. Proof of hotel stay, where applicable
4. Program of a seminar, conference or in case of a meeting, presentation of the agenda or other evidence certifying the realization of this meeting, etc.
5. Travel Expenses [ANNEX II-9]

## 17. Maintenance Allowance for Experts

This category refers to expenses for Experts invited by OUC. This category includes: compensation for accommodation, food, travel and other personal expenses during their stay in Cyprus, as provided by the Financier on a case-by-case basis.

The expenses are reimbursed by the Expert who is then reimbursed by the OUC.

For the payment of the previous allowance, the following original forms and proof must be presented within 15 days from the day of departure [ANNEX I-13]:

1. Form "Payment Order/Instruction" [ANNEX II-1].
2. International expenses submission form (OUC Form 9) [ANNEX II-6].
3. Air ticket as well as proof of payment (in economy class).
4. Boarding passes (for all routes).
5. Proof of hotel stay.
6. Receipt for transport costs to and from the airport (domestic and international).
7. Program of a seminar, conference or in case of a meeting, presentation of the agenda or other evidence certifying the realization of this meeting, etc..

Compensation for domestic/international transport to and from the airport is granted only on the basis of receipts.

In order to reimburse the costs of travelling an expert from within, the following must be submitted to the Accounting Department::

1. The form "Payment Order/Instruction" [ANNEX II-1].
2. Submission of Invoice – Hosting Expenses (OUC Form 57) [ANNEX II-7].
3. Invoice/Proof of payment.
4. Meeting schedule/agenda with experts.

## 18. Purchase of Services by External Experts

It concerns the purchase of services from third parties. The procedure is prepared by the Tender Board and coordinated by the Tender Office in cooperation with the relevant Research Manager. The Coordination of Procedures for the Award of Public Supply Contracts, Works and Services and Related Matters Law of 2006 [L.12(I)/2006] is followed.

For compensation, a completed request and the following forms must be submitted to the Accounting Department:

1. Form "Payment Order/Instruction" [ANNEX II-1].
2. A copy of the approved purchase request.
3. Certificate of Completion OUC 77 [ANNEX II-4].
4. A copy of a contract with the natural person who will provide the service showing the conditions of provision and acceptance of the service between the contracting authority and the economic operator or a contract award certificate [ANNEX II-3].
5. Tax invoice from the Contractor.
6. Personal Data Form OUC 82 (if not available from a previous payment in the past) [APPENDIX II-8].
7. Copy of ID or passport policy (if not available from previous payment in the past).

## 19. Research Equipment

Research equipment – but not limited to – are items such as computers and their peripherals, or other electronic and laboratory equipment.

The Coordination of Procedures for the Award of Public Supply Contracts, Works and Services and Related Matters Law of 2006 [L.12(I)/2006] is followed. The expenses are repaid directly by the university, regardless of the purchase amount, with the possibility of repayment either by the Faculty Member (Research Manager) or by the External researcher with a contract on the project, who are then reimbursed by the OUC. In order to compensate for the purchase of equipment, the following forms must be submitted to the Accounting Department:

1. Form "Payment Order/Instruction" [ANNEX II-1].
2. Invoice as well as proof of payment.
3. A copy of the approved purchase request.
4. Equipment acceptance form (IT service).

In exceptional cases, a mobile phone is provided upon reasoned request and for specific needs of a research project.

Faculty members may make previous purchases from the budget of their research activity, their internal or external research work, provided that these are included in the provisions of the research program contract.

Any amount of VAT as well as customs clearance costs are charged to the cost of the equipment for which customs clearance was made.

The equipment is an asset of OUC. It is mandatory to register it in the Register of Assets and prepare an equipment acceptance form (see Annex "Equipment Acceptance Form").

### **Software (specialized)**

- According to the needs of the researcher
  - The laws governing public tenders and the special regulations and procedures of the Tender Office apply (e.g. confirmation that the University does not already have software licenses, etc.).

### **Software (non-specialized)**

- Computer or tablet apps
  - As long as the computer or tablet belongs to the University
  - The laws governing public tenders and the special regulations and procedures of the Tender Office apply (e.g. confirmation that the University does not already have licenses to use the software, etc.).

### **Technological equipment (non-specialized)**

#### 1. Computers

- Computer accessories and peripherals (e.g. cases, mouse, etc.)
  - Provided that there is no stock.
- Tablets or other smart equipment
- Accessories and tablet peripherals (e.g. cases, etc.)

## **20. Hospitality Expenses**

The Coordination of Procedures for the Award of Public Supply Contracts, Works and Services and Related Matters Law of 2006 [L.12(I)/2006] is followed. The expenses are reimbursed by the Faculty Member (Research Coordinator) or by the External Researcher under contract to the project, who are then reimbursed by the OUC.

Hospitality costs refer to cases where lunch or dinner can be covered. Please note that only one OUC representative must be present with the guest and the eligible amount is €15 per person for each meal and €25 per person for each dinner. Gratuity is not considered eligible expenditure [ANNEX I-14].

In order to reimburse these expenses, the following forms must be submitted to the Accounting Department:

1. Form "Payment Order/Instruction" [ANNEX II-1].
2. Submission of Invoice – Hosting Expenses (OUC Form 57) [ANNEX II-7].
3. Copy of the approved purchase request (where applicable).

4. Invoice/Proof of payment.
5. Meeting schedule/agenda with guests.

## 21. Other Special Needs

The Coordination of Procedures for the Award of Public Supply Contracts, Works and Services and Related Matters Law of 2006 [L.12(I)/2006] is followed. This category includes any other expenses not provided for in the previous categories. The expenses are reimbursed either directly by the OUC or by the Faculty Member (Research Coordinator) or by the External Researcher with a contract on the project, who are then reimbursed by the OUC, if the specific cost is eligible by the respective Funder and after providing the necessary proof of expenditure.

In order to reimburse these expenses, the following forms must be submitted to the Accounting Department:

1. Form "Payment Order/Instruction" [ANNEX II-1].
2. Submission of Invoice – Hosting Expenses (OUC Form 57) [ANNEX II-7].
3. A copy of the approved purchase request.
4. Invoice/Proof of payment.

Cases where participation in a scientific conference requires personal registration with a professional or scientific association, or where the combined cost of registration for the conference and the association is comparable to the cost of registration for the conference only, shall be considered an eligible cost.

No "Purchase Request" is required to pay fees for publication of an article in a scientific journal. For the rest of the needs, the legislation on Offers is followed.

## 22. VAT, Customs Clearance, Bank Charges

If the VAT of the expenditure is not eligible in the program, then the Research Coordinator by submitting the document will inform in writing about the method of payment of the VAT corresponding to the specific document. For purchases of goods or services from European Union countries VAT is not paid to the supplier. Therefore, the invoice should not indicate a VAT value. VAT for these purchases is attributed to Cyprus as the recipient of the goods and services is liable for reimbursement. The VAT reimbursed is calculated at the rates applicable in Cyprus for corresponding goods or services and is added to the cost of the equipment purchased as well as any other customs clearance costs.

Any bank charges will be charged to the internal activity or internal/external project.

## 23. Overhead Management

Externally funded projects are subject to deduction to cover overheads, the percentage of which is determined by decision of the 27th Meeting of the Rector's Council, dated February 21, 2019, or whatever percentage is provided by the funder. Overheads help cover OUC operating costs (management costs) and costs of using facilities, instruments and staff. Overhead amounts must be included in the project budget.

## 24. Researcher Account

During the 27th Meeting of the Rector's Council, dated February 21, 2019, the "Circular for the Creation and Operation of a Researcher Account" was approved [ANNEX I-18].

For the purposes of this circular, "project" is defined as an external research project as well as the activities included in the "Circular on Complementary Activities", which has been approved by the OUC Steering Committee on 3 June 2016. The application of this Agreement shall apply to projects in progress or completed since its adoption. Completed are considered projects where their scientific part has been completed and their final funding has been paid.

The aim is to create an accounting portion for each researcher where a percentage of funding from external research projects and other sources of funding will be deposited and used to ensure the further development of research at OUC.

The Researcher's Account (accounting portion) will be created for each OUC staff member who has successfully claimed a project. The accounting portion will deposit part of the project's hypercephalic or management revenues or other related revenues.

The Account will be credited each time the OUC receives a funding installment for the specific project. For the final installment of funding, the account will be credited after the settlement of all project expenses. Any refunds to the Financier are regulated by the "Circular on Additional Activities" dated June 3, 2016. In addition, if after the completion of the project implementation and after:

- all necessary financial checks have been carried out, and
- the relevant allocation is paid to the University,

then the money left over from OUC funding is credited to the Researcher's Account.

The distribution of the total overhead or management revenues of the project is as follows:

- Researcher Account: 55%
- Allocation to the three Faculties: 15%
- Centralized OUC Management: 30%

For projects without the category "Hypercephalic" in their budget, the OUC will deduct 20% of management revenues. This report covers projects

implemented in Programmes: Erasmus+ or other projects or activities of the Ministries of the Republic of Cyprus.

The money deposited in the Researcher's Account can **NOT** be used to pay the researcher himself but only for research purposes according to the next indicative list and with priority given to actions related to the development of the research infrastructure and research activities of OUC:

- purchase of services in support of research activities,
- employment of a researcher, doctoral student or postdoctoral associate,
- award of scholarships,
- travel to participate in a networking meeting,
- participation of a PhD student in a conference for presentation,
- purchase of equipment or part thereof,
- purchase of consumables for the investigator's laboratory,
- participation in an event or exhibition beyond those specified in the project, eg. Researcher's Night, Innovation Exhibitions, etc.
- other justified research support actions, etc.

The Researcher, after first ensuring that there is sufficient credit in his Account, informs the Vice-Rector of Finance with a short note of his intention to spend according to the previous indicative list for the eligible expenses mentioned. Requests are notified to the accounting department after the Vice-Rector of Finance and the DAF have been informed.

The amount of overheads, which is allocated to each School (5% of the total overheads per School) can be allocated for actions of the School as a whole and not for the benefit of a specific member of the School, according to the next indicative list:

- for the organization of a conference or international conference,
- to invite and host a distinguished speaker,
- for the employment of a partner who will serve the School as a whole (such as for technical IT services),
- for the publication of a collective volume which will host articles of most faculty members or faculty members of the School.
- for general expenses to support the School

If, at the closure of any project, an imputation occurs due to ineligible expenses, then these should be covered by the research director of the project, faculty member, if the responsibility lies with him. For the rational management of such a case, 15% of the overheads that the schools would receive for the specific project is retained centrally until the closure of the project. In case of ineligibility of costs, the percentage of 15% that would be allocated to the schools is first used to cover any difference. If 15% is not enough to cover the difference, then the amount is deducted from the researcher's account. If the amount credited to the Researcher's Account is less than the amount to be refunded, then the faculty member will be deprived of the right to claim Research Activity for a period of

time until the full payment of the amount to be paid by the OUC. In addition, in case of departure of the faculty member or termination of his/her employment at OUC, then any outstanding balances will be deducted from his/her payroll.

**For cases not provided for in this Guide or for possible problems that may arise during its application, and if these issues are not regulated by the current legislation, upon clarification of the interested party, the Research Committee will make recommendations to the competent collective bodies.**

## Annex I – Decisions of Bodies related to Research that are active

#	Title of Form	Date of approval	Approval Body
1	Signatures on the Time Sheets of Faculty Members	10/6/2019	Rector's Council 34th Meeting
2	Participation of SEP Members in research proposals	6/11/19	Rector's Council 39th Meeting
3	Circular on the recruitment of staff in research programmes	9/2/2009	Office of the Director and Finance Administration – Circular 49/2009
4	Remuneration of Postgraduate Associates and Special Scientists of Internal Research Programs	26/7/2012	Rector's Council 28th Meeting
5	Definition of working hours in research projects	8/2/2019	Rector's Council 26th Meeting
6	Named researchers in research projects	21/11/2019	Rector's Council 41st Meeting
7	Employment of administrative staff members in external programmes	6/10/2014	Steering Committee 7th Session
8	Procedure for approving, advance payment and reimbursement of travel expenses of academic and administrative staff		Internal Procedure
9	Use of research activities funds	11/9/2018	Rector's Council 14th Meeting
10	Reimbursements for expenses paid for activities postponed or cancelled due to COVID-19	6/3/2020	Rector's Council 49th Meeting
11	Coverage of scientific expenses missions of faculty members when they are on Sabbatical Leave	23/3/2018	Rector's Council 3rd Meeting
12	Coverage of transport costs within Cyprus	9/1/2015	Rector's Council 12th Meeting
13	Maintenance allowance to experts from abroad who are invited by Government services	13/7/2012	Ministry of Finance Circular 1456
14	Hosting costs	13/6/2018	Administration and Finance Division – Internal note 040/2018/DAF/CS
15	Eligible Costs Purchase of i-pad and i-phone	25/5/2012	Rector's Council 23rd Meeting
16	Purchase of a computer by Faculty Members	4/10/2019	Rector's Council 38th Meeting

17	Registration of Faculty Members in professional and scientific associations	28/8/2019	Rector's Council 36th Meeting
18	Creation and operation of Researcher Account	21/2/2019	Rector's Council 27th Meeting
19	Involvement of administrative services in external research projects	1/3/2019	Rector's Council 28th Meeting
20	Circular on supplementary Activities	3/6/2016	Steering Committee 27th Meeting
21	Travel insurance coverage and PCR test coverage for Business trips OUC Staff	4/3/2021	Rector's Council 11th Meeting

## Annex II – Codes and Titles of Forms

#	Title of Form	Number Form	Approval Body
1	Payment order/instruction	N/A	Internal form of the Accounting
2	Time sheet	N/A	Internal form of the Accounting
3	Job Assignment Certificate	OUC76	Internal form of the Accounting
4	Certificate of Completion of Work	OUC77	Internal form of the Accounting
5	Approval for seminar	OUC4	Internal form of the Accounting
6	International expenses submission form	OUC9	Internal form of the Accounting
7	Invoice Submission Form – hosting costs	OUC57	Internal form of the Accounting
8	Affiliate compensation form	OUC82	Internal form of the Accounting
9	Travel Payment Form		Internal form of the Accounting
10	External Submission Form Research Proposal	OUC124	Internal Form Research Unit