

3.4.2 FACULTY RESEARCH AND DEVELOPMENT FUND AND REGULATIONS

1. Purpose

The continuous enhancement of research and of the academic qualification of its faculty is an integral part of ADA University's vision of academic excellence. The purpose of this document is to delineate funding opportunities for faculty that are intended to support their research activities and their continued professional development.

2. Scope and Recommendations

This regulation covers funding opportunities provided by ADA University's *Faculty Research and Development Fund* and by the ERASMUS+ program *Staff Mobility for Teaching*.

Any faculty member who seeks funding for research and/or professional development is expected to be thoroughly familiar with the regulations delineated in this document. In case a faculty member intends to apply for an ERASMUS+ grant, he/she is also strongly recommended to consult relevant ERASMUS+ websites for further information and conditions.

3. Definitions

The *Faculty Research and Development Fund* is a funding mechanism established by ADA University. It is intended to provide a dedicated and uniform source of funding and thus to create incentives for faculty, both standing and new, to pursue research activities and professional development.

4. Faculty Research and Development Fund

4.1 Research and Conference Funding

- a. Each faculty member in the rank of Assistant or Associate Professor who has newly joined ADA University is entitled to base level research funding. Assistant Professors are entitled to 1,500 AZN; Associate Professors to 2,500 AZN.
- b. Each standing faculty member in the rank of Assistant or Associate Professor who meets the minimum requirements during the annual evaluation and whose teaching load does not increase due to research inactivity is entitled to merit-based funding. Assistant Professors may receive up to 4,000 AZN; Associate Professors up to 5,000 AZN. Criteria for the evaluation of faculty are delineated in ADA University's *Faculty Development, Evaluation and Promotion Policy*.
- c. Funding will be provided in 2 installments. The amount of each installment will be determined based on the submitted research proposal.
- d. Funding can be used for research activities and for conference participation. It may be used to cover costs associated with:
 - (1) the conduct of research (for example conducting surveys and/or experiments, purchasing specialized software and/or databases, purchasing research-related materials and/or supplies, collecting and analyzing data);

- (2) publication (for example editing, proofreading, open access fees);
- (3) conference presentations (travel and registration fees). Conference travel awards are intended to defray the cost of travel to professional conferences dedicated to the field of a faculty member. Funding requires that at least one paper is presented at the conference.
- e. All items purchased with funding are property of ADA University. All payments will be made by the University. No reimbursement will be made for expenses paid for by a faculty member. No retroactive requests for reimbursement will be granted.
- f. In addition to applying for University funding, faculty are expected to pursue external sources of funding.

4.2 Requirements for the Submission of Grant Applications

- a. Faculty applying for a research grant are required to submit a research proposal that must include the following information:
 - (1) a clear indication of the significance of the research;
 - (2) a clear statement of research objectives, of the expected timeline, and of expected outcomes of the research project;
 - (3) an itemized budget with supporting justification of expenses;
 - (4) any additional documentation that may support the application;
 - (5) a detailed description of other support and/or funding of the project (if available).
- b. Faculty who wish to apply for conference grants are required to provide the following information:
 - (1) a description of the conference;
 - (2) a copy of the presentation proposal submitted to the conference;
 - (3) a confirmation of conference participation (acceptance letter);
 - (4) an estimated budget.
- c. Submissions for grant applications will be accepted on a rolling basis. Faculty are requested to submit all components of their application electronically as one PDF file to the Dean of their respective School.

4.3 Review of Applications and Approval of Grants

- a. Each Dean will forward grant applications received from faculty members of his/her School to the Committee of Faculty Affairs.
- b. A panel of the Committee of Faculty Affairs will (together with the respective Dean) review and make a recommendation on each application.
- c. The entire Committee will afterwards select those applications that are (together with the corresponding recommendations) to be submitted for approval to the Vice Rector of Academic Affairs.
- d. The final decision on the approval of grants will be made by the Vice Rector of Academic Affairs, who must thoroughly consider the recommendations provided by the Committee and Deans.

4.4 Reporting Regulations

- a. Faculty members are expected to prepare a brief report on the activities and outcomes supported by the funding received from ADA University. This report must be submitted to the Vice Rector of Academic Affairs within 30 days after the end of the grant period.
- b. All future funding is contingent on the submission of the respective report.
- c. Any funds remaining at the end of the grant period will be automatically returned to the *Faculty Research and Development Fund*.

4.5 Research Seminar Funds

- a. Each School receives funding of 5,000 AZN per year for the organization of research seminars.

- b. These funds can be used to invite faculty members from other universities in order to give a research presentation or offer a lecture or workshop to students of ADA University and an external audience.
- c. A brief report on the activities and outcomes of each research seminar is to be submitted to the Vice Rector of Academic Affairs within 30 days of the seminar date.

4.6 Research Reward Program

- a. The *Research Reward Program* aims to honor the efforts and accomplishments of the University's researchers.
- b. It is furthermore intended to encourage faculty members to actively conduct research that is internationally recognized and thus to enhance the University's international reputation as a center of excellence in research.
- c. The University's *Research Reward Program* is outlined in the document *Research Reward Program and Regulations*.

4.7 Professional Development Grants

- a. The University actively supports and funds the professional development and further qualification of its faculty.
- b. Funding can be used for the following purposes:
 - (1) participation in professional workshops and seminars;
 - (2) payment for professional licenses or certification fees;
 - (3) membership in professional organizations.
- c. A faculty member who applies for any of the purposes mentioned in 4.7.b must provide an explanation of how its achievement would further his/her professional and/or scholarly work.
- d. A brief report on activities undertaken and outcomes achieved is to be submitted to the Vice Rector of Academic Affairs within 30 days after the completion of the activity or the achievement of the outcome.

5. ERASMUS+ Staff Mobility for Teaching

- 5.1 As part of the ERASMUS+ program *Staff Mobility for Teaching*, full-time faculty of ADA University have the opportunity to teach at partner institutions of higher education abroad.
- 5.2 With its participation in the ERASMUS+ program, ADA University pursues the following objectives:
 - a. to support the professional development of faculty members with a view to innovate and improve the quality of teaching;
 - b. to encourage faculty members to broaden and enrich the range and content of their courses;
 - c. to promote the exchange of expertise and experience on pedagogical methods;
 - d. to create and strengthen links between ADA University and other institutions of higher education; to consolidate and expand relationships between departments; to prepare future cooperation projects.
- 5.3 For each teaching mobility period, calls for applications will be sent to all full-time faculty members. In order to apply, faculty members are requested to use ADA University's online application form.
- 5.4 The evaluation of applications will be performed by an Evaluation Committee, which shall be comprised of no less than three members. The members of the Committee will be appointed by the Vice Rector of Academic Affairs.
- 5.5 The Evaluation Committee assesses and scores each application. The purpose of the evaluation process is to assess applications in relation to the objectives mentioned in 5.2. For this purpose,

- each application is evaluated against a set of detailed selection criteria that will be included in each call for applications. For each selection criterion, applications will receive a certain score.
- 5.6 Those applicants with the highest overall scores will receive the ERASMUS+ mobility grants that are available for the respective teaching mobility period. In case two or more applicants receive the same score, the following rules will be applied (in the order in which they are mentioned):
 - a. Priority will be given to the applicant who has so far not participated in (or participated less in) the *Staff Mobility for Teaching* program.
 - b. Priority will be given to the applicant who has (based on the number of days) more teaching experience at ADA University.
 - 5.7 ERASMUS+ mobility grants contribute to the costs for travel and subsistence. The travel allowance is independent of the price of travel tickets and is instead based on the distance between the home and the respective partner university. It is calculated as a round trip, using the ERASMUS+ Distance Calculator at: erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator. Grants may not cover all the costs associated with a visit to another institution of higher education.
 - 5.8 Faculty members participating in the *Staff Mobility for Teaching* program will continue to receive their regular salaries while visiting the host university.
 - 5.9 A brief report on the activities undertaken at a host university is to be submitted to the Vice Rector of Academic Affairs within 30 days of the completion of each visit. The report must include all receipts for travel and subsistence.