

<b>Instruction name</b>	<b>INDIVIDUAL RESEARCH SUPPORT FUND INSTRUCTION LETTER</b>		
<b>Instruction no</b>	IEDU-O410-01-V01		
<b>Effective date</b>	16.06.2022	<b>Update date</b>	16.06.2022
<b>Related unit / owner</b>	EDU/ EDU Director	<b>Approved by</b>	BT/ Board of Trustees
<b>Aim</b>	This instruction letter aims to determine the principles regarding the process of granting the Individual Research Support Fund (IRSF), which is provided to full-time faculty members and designated visiting faculty members and post-doctoral researchers at Sabancı University in exchange for the courses they offer at the Executive Development Unit, EDU.		
<b>Scope</b>	This instruction letter covers the principles of the Individual Research Support Fund and its utilization.		
<b>Principle</b>	EDU upholds the value that our University places on research by creating a fund to financially support research in order to motivate SU instructors with whom it co-creates and develops programs that create value for the business world.		
<b>Basis</b>			
<b>Definitions / Abbreviations</b>	<b>IRSF:</b> Individual Research Support Fund <b>IRF:</b> Individual Research Fund <b>EDU:</b> Executive Development Unit Directorate <b>HR:</b> Human Resources Directorate <b>FA:</b> Financial Affairs Directorate		
<b>Rules</b>	<ol style="list-style-type: none"> <li>1. IRSF is a fund given to full-time faculty members/staff and designated visiting faculty members and post-doctoral researchers working at Sabancı University to support their research in return for the training they deliver at EDU during the academic year.</li> <li>2. The IRSF amount realized during the current academic year is added to the IRF account to be used in the next academic year.</li> <li>3. IRSF amount is calculated as a certain percentage of SU instructor fees determined by HR at the beginning of each academic year. In programs where a budget can be created for 2020-21, 15% of the instructor's gross wage is paid to the instructor as IRSF in return for the training provided by the instructor. As an exception, this rate is 10% in open education programs with 12 or less participants.</li> <li>4. IRSF rate revision is determined by RG in line with the approval of the Presidency Council. IRSF rate is notified to the relevant units by the EDU Directorate.</li> <li>5. Calculation of the IRSF entitlements and their submission to the relevant units is carried out by the EDU Directorate.</li> <li>6. Rule set of IRSF expenditures is carried out by FA in the same way as IRF.</li> </ol>		
<b>Related procedures / Forms</b>	Individual Research Fund Procedure		