

Basic Research Funds

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American Western University

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1. Definition

The Basic Research Funds are established by the University to provide adequate and easily accessible support to professors and researchers for their teaching, research, and third mission/social impact activities.

2. Structure and Organization

The Basic Research Funds (BRF) are managed by the Departments according to the provisions of the Board of Directors, the Academic Senate, and the Department Regulations, and are divided into:

A) Individual Research Fund (IRF): Each year, the Academic Senate, based on the guidelines of the Board of Directors, determines the amounts available to each faculty member. Access to this fund is granted after presenting an annual research activity plan to the Head of the relevant Department,

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consistent with the guidelines of the University's Strategic Plan and/or the Department's Strategic Research Plan. The allocation of this fund is subject to meeting the requirements set out in Article 3 below. Each year, the Head of the Department communicates the list of eligible individuals.

B) Collective Research Fund (CRF): Each year, the Academic Senate, based on the guidelines of the Board of Directors, determines the amounts available to the Departments for specific research projects lasting up to 12 months. Expenditure is charged to the University's Research Plan (URP) funds. The Collective Research Fund (CRF) is implemented with the following contributions:

- Revenues from third-party activities developed by faculty and researchers affiliated with the Department, as provided for by the Senate and the Board of Directors.
- Revenues from research projects that receive public or private funding, submitted by faculty affiliated with the Department, within the limits set by the Senate and the Board of Directors.
- Revenues from the 5 per thousand tax allocation as established by the Academic Senate and the Board of Directors.

Within 30 days of the Senate's decision, the Head of the Department issues an internal notice regarding access methods and related timelines. Faculty affiliated with the Department can submit only one research project. Each project must be coordinated by a professor or researcher affiliated with the Department and must involve a minimum of 3 and a maximum of 5 professors and/or researchers, with a maximum of 2 from another Departmental structure. The scientific manager must, in any case, be affiliated with the Department to which the research project is submitted. The allocation of this fund is subject to meeting the requirements set out in Article 3 below. Each year, the Head of the Department communicates the list of eligible individuals.

The funds must be committed within the financial year and used within 12 months of project

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approval. Funds that, upon verification, are not spent/committed within the specified timelines will be equally redistributed among the virtuous groups, provided they can spend/commit the amount within the year; otherwise, they must declare that they waive the new allocation.

3. Requirements for Access to Funding

The Department defines the criteria for distributing incentives and rewards for faculty, in addition to those defined at the University level, based on clear and shared criteria and indicators, consistent with its policies and objectives and with University regulations (also considering the outcomes of monitoring and evaluation processes by MUR, ANVUR, and the University itself).

Applications for allocation may be submitted by:

IRF: Professors and researchers who, in the calendar year preceding the relevant financial year, have:

- Published at least 2 products with ISSN or ISBN;
- Participated in at least 2 national and international conferences/seminars or visiting periods.

Each year, through the procedures established by the Department, the faculty must declare possession of the above requirements.

CRF: Professors and researchers who, in the calendar year preceding the notice publication date, have:

- Published at least 4 products with ISSN or ISBN;
- Participated in the drafting of at least 1 national or international call for proposals;

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- Participated in at least 3 national and international conferences/seminars and/or visiting periods.

Each member of the Research Group must meet the requirements. At the time of submitting the request, no expenditure forecast should be included. The expenditure items of the budget will be specified only after the allocations, based on the actual funding, in the month following the communication of the latter.

4. Selection and Reporting Procedure and Criteria

Project Eligibility:

- IRF: Is subject to the approval of the Head of Department.
- CRF: Will be reviewed by a Commission composed of three professors or researchers appointed by the Head of Department.

Projects will be excluded from the evaluation procedure unless they adhere to the University Strategic Plan for Research and the Department's guidelines. The Commission evaluates the proposals based on criteria established in the first preliminary meeting, specifically assessing:

- Originality, innovation, and methodological rigor of the proposal;
- Scientific productivity of the coordinator and individual project participants based on the total publications of the last two years, indicated in the funding request;
- Number of project members (limited to structured figures: full professors, associate professors, permanent researchers, RTDA, RTDB, and RTT);
- Collaboration with professors and researchers from foreign universities;
- Belonging of members to at least two different scientific disciplinary sectors (SDS);

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- Quality of the output concerning the expected publication and dissemination of results.

At the end of the projects, only financial reporting will be presented. For groups that do not spend (or commit) at least 80% of the allocated budget in the year of allocation, a penalty is provided that will prevent all group members from participating in allocations for the following year.