

CO-FUNDED BRAIN CIRCULATION SCHEME "Co-Circulation"



GUIDE FOR APPLICANTS 2nd. Call







1. Purpose

The Scientific and Technological Research Council of Turkey (TÜBİTAK) proposes a new fellowship program called "CO-FUNDED Brain Circulation Scheme (Co-Circulation Scheme)" with providing Experienced Researchers (ERs) of any nationality who gained most of their research experience outside of Turkey, with funding for incoming mobility for periods of 20-24 months (the 4th and the last call will be 12 months).

The objective of the fellowship is to enhance career perspectives of ERs and assist them in obtaining an independent research position as well as contribute to the establishment of sustainable cooperation between ERs and their respective host institutions.

2. Structure

Three partners are involved in the Co-Circulation Scheme;

- TÜBİTAK as the funding organization
- A university, research institute or industrial company as host institution located in Turkey and a research scientist from the respective institution
- An experienced researcher

The project proposal is submitted by experienced researcher in liaison with the host institution which is represented by the scientist in charge. The scientist acts as a "senior" mentor for the experienced researcher, providing advice and support to him/her during the fellowship. The host institution is responsible for administering the researcher for the duration of his/her fellowship, particularly with respect to financial matters, social security and pension arrangements.

3. Size and Duration

The Co-Circulation program is five-year long and one hundred (100) researchers will be supported with four calls. In each call, approximately 25 fellowships will be funded. The duration of the each call is 20-24 months except the last one. (The last call will be 12 months). The duration of the fellowship should be justified on the proposal and its appropriateness will be assessed at the evaluation stage.

The deadlines for each call cycle will be published at the web page dedicated to the Co-Circulation Scheme. Call schedule for each call cycle is given in Table 1.

Activity	Duration per activity
Call open to deadline	20 weeks
Eligibility check	1 week
Setting up scientific panels	2 weeks
Evaluation	3 weeks
Consensus meeting	2 weeks
Administrative follow-up (sending out ESR's and contracts)	2 weeks
Time from call open to feedback	30 weeks

Table 1: Time scale for each call cycle

4. Life Cycle of the Co-Circulation Scheme

Annex 1 presents how TÜBİTAK Co-Circulation Scheme works.

5. The Topic of The Project

The Co-Circulation Scheme has a bottom-up approach, i.e. research topics are chosen freely by the applicants. The research projects are funded in these key subject areas;

- Chemistry (CHE)
- Social and Human Sciences and Economic Sciences (ECO-SOC)
- Information Science and Engineering, Mathematics and Physics (ENG-MAT-PHY)
- Environmental and Geo-Sciences and Energy (ENV-ENE)
- Life Sciences (LIF);

High energy physics, high energy density physics and physics of the universe (HEPDPPU) are eligible for funding, except areas of research covered by the EURATOM Treaty. All research carried out must respect fundamental ethical principles and the requirements indicated in the text of the People Specific Program. (See 15. Ethical Issues)

6. The Concept of Panels

For practical organizational reasons, proposals are classified under five major areas of science known as 'panels'. The five panels correspond to the research topics mentioned in the above paragraph: CHE, ECO-SOC, ENG-MAT-PHY, ENV-ENE, and LIF.

The applicant chooses the panel to which proposal will be associated at the proposal

submission form and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that may be involved. The choice of panel and keywords will guide TÜBİTAK in the selection of experts for proposal evaluation. However, TÜBİTAK reserves the right to move your proposal from one panel to another. Cross-disciplinary proposals should also be indicated at the proposal submission forms. There is no predefined budget allocation among panels in the call for proposals. The budget will be distributed over the panels based on the proportion of eligible proposals received in each panel.

7. Applicant Eligibility Criteria

To be eligible, the criteria need to be fulfilled at the time of the deadline for submission. Eligibility is checked on the basis of the information given by the applicants. TÜBİTAK reserves the right to exclude a proposal failing one or more of the eligibility criteria (for example, due to incorrect or misleading information contained in the proposal) at any moment when ineligibility has been proven.

Nationality Condition:

Applicants from all nationalities are eligible to apply TÜBİTAK Co-Circulation Fellowship. However, the applicants who are currently supported by any of TUBITAK programs and EU 7th Framework Program, Marie Curie Actions are not eligible to apply TÜBİTAK Co-Circulation Fellowship. Successful applicants cannot reapply to this Scheme.

Level of Experience:

Applicants should;

- either be in possession of a doctoral degree (PhD)
- or have at least 4 years of full-time equivalent research experience

In general, applicants fall into one of two categories; Experienced and Very Experienced Researchers

- **Experienced researcher**, an experienced researcher who has 10 years or less than 10 years of experience.
- Very experienced researcher, an experienced researcher who has more than 10 years of experience.

Reference date is measured from the date when a researcher obtained the degree which would formally entitle to him to embark on a doctorate.

Mobility Condition:

At the relevant deadline for submission of proposals, the researchers, who can be any nationality, must not have resided in Turkey for more than 12 months in the 3 years.

Eligibility criteria for the host institution:

- A university, research institute or industrial company as host institution located in Turkey and a research scientist from the respective institution,
- Research institutes may be established in academia and industry. Public and private organizations, universities and industrial companies who can demonstrate sufficiently high R & D activities are eligible to host experienced researchers with any nationality.

8. Value of Fellowship Award

The table below gives the monthly salary for experienced and very experienced researchers including;

- Living allowance
- Travel and mobility allowance
- Research costs contribution

The living, travel and mobility and research cost contributions will be paid each month to the researcher by the host institution. Research cost contribution is managed by the host institution for the expenses related to the participation of researchers in research and training activities (e.g. purchase of consumables, participation in conferences and training courses, fees for scientific journals, memberships of scientific associations etc.)

Living, travel and mobility allowances are subject to income and payroll tax deductions.

Gross salary for monthly fellowship	-	Very Experienced Researcher (>10 years of research experience)
Living allowance	3667 €	4292 €
Travel and mobility allowance	500 €	500 €
Research cost contribution	600 €	600 €

Table 2: Monthly gross salary and research cost contribution for experienced and very experienced researchers

9. Application

9.1. Application Process

An application can be submitted only via the e-BIDEB Portal (Central Authentication Service-<u>https://e-bideb.tubitak.gov.tr/giris.htm?siteLanguage=en</u>) to the procedure described in the following steps.

Step 1. Account Creation:

All the applicants have to create an account on the e-BIDEB Portal (Central Authentication Service- <u>https://e-bideb.tubitak.gov.tr/giris.htm?siteLanguage=en</u>). If the applicant has an ARBIS (Researchers Information System) account, he/she must enter ARBIS password to the "Password" field. If the researcher does not have an ARBIS account, he/she must enter the password he/she used to log-in to e-BIDEB before.

If this is the first time applicant tries to log into the application, he/she must press "New User Registration" button and fill in the new user registration form (After the account creation, "user activation message" will be sent to applicant's mail address. Once the account is activated, the applicant may login his/her account on the e-BIDEB Portal (<u>https://e-bideb.tubitak.gov.tr/giris.htm?siteLanguage=en</u>)

For the technical problem, the applicants should contact to <u>ebideb@tubitak.gov.tr</u> address.

Step 2. Applicant Data and Documents to be Uploaded:

After the login, the applicant will access to his/her own account where he/she will have to complete the following sections and upload the required documents. All the documents have to be in pdf format. (Copy of Undergraduate and/or Master/Ph.D Diploma(s) can also be provided in jpeg, tiff or gif).

- Personal Information
- Curriculum Vitae (CV)
- Doctorate Information
- Proposal Summary
- Additional Documents
 - Copy of Undergraduate and/or Master/Ph.D Diploma(s)
 - Proof of 4 years of Full-time Experience (for the applicants who does not have a doctorate degree)
 - Entry and Exit Records (only for Turkish Citizens)

- Proof of Residence (only for non-Turkish Citizens)
- Declaration of Applicants for Proof of Residence
- o Reference Letters
- Letter of Support
- Curriculum Vitae (CV) of the Scientist in Charge
- Motivation Letter

Prepared and submitted by the applicants

- A detailed research proposal (The proposal has to be prepared accordingly to the template from the webpage <u>http://www.cocirc.tubitak.gov.tr/node/8</u>)
- Curriculum vitae (CV of the applicants should be prepared in the required format at http://www.cocirc.tubitak.gov.tr/node/8)
- Copy of diplomas (Undergraduate and/or Master/Ph.D Diploma(s)
- The documents which provide proof of 4 years full-time experience within the related field (for the applicants who does not have a doctorate degree)
- Entry and Exit Records (<u>only for Turkish Citizens</u>) a document received from İl Emniyet Müdürlüğü (Police Headquarter), showing your entrance and exit records to and from Turkey within 3 years. The fellow does not have to submit this document during his/her application. However, applicants who receive the fellowship must send the original copy of required documents in order to be able to use their fellowships.
- Proof of Residence (<u>only for non-Turkish Citizens</u>) a document proofing the applicant has not resided in Turkey for more than 12 months within 3 years. The fellow does not have to submit this document during his/her application. However, applicants who receive the fellowship must send the original copy of required documents in order to be able to use their fellowships.
- Declaration of Applicants for Proof of Residence (for all applicants) the applicants should sign the document at (<u>http://www.cocirc.tubitak.gov.tr/node/8</u>) and submit a copy of it during his/her application.

Prepared by the scientist in charge in the host institution

- Curriculum vitae of the scientist in charge (The CV format of the ARBIS is applicable)
- Motivation letter explaining the aim of the invitation of the visiting scientist

• A letter of support from the highest authority of the host institution.

Prepared by the referees

• A reference letter providing the referees observations on the characteristics and achievements of the applicants. The format of the reference letter is available at http://www.cocirc.tubitak.gov.tr/node/8.

The process in submission for referees and scientist in charge

The documents prepared by the scientist in charge and the reference letters signed by the referees may be sent directly by him/her to <u>bideb2236@tubitak.gov.tr</u> address by the deadline of the program. Applicants may also upload the documents and the reference letters during the online application.

It is highly recommended that applicants contact their referees and scientists in charge from the host institutions ahead of time to check their availability. Applicants are responsible for checking their application status completed properly. Submission of the documents prepared by the scientist in charge and/or reference letters after the deadline will be considered incomplete application.

Step 3. Completion of Application

Once the applicant has completed all the required information and approved the declaration box, the application process will be finalized and the application form will be automatically generated. Incomplete applications will not be considered.

The application process is entirely online and hard copies of the application forms and other documents are not required. If the applicant is successful at the end of the evaluation process, he/she must provide official hard-copies of the documents to Call Secretariat before they are enrolled in.

9.2. Correction or revision of the application

An applicant may continue on the e-BIDEB Portal to modify his/her application and submit revised versions overwriting the previous one until the deadline.

9.3. Withdrawing of the application

An applicant may withdraw an application at any time by simply sending an email to Call

Secretariat before an agreement is signed.

9.4. Multiple application and reapplications

Each applicant may submit only one application at each call. An application that has been rejected may be rejected may be resubmitted on if it has been revised substantially. A resubmitted application will be treated as a new application and will be subject to the same evaluation procedure.

10. Evaluation

The evaluation process applies to the evaluation of both the applicant and his/her research project. It also assesses the extent to which the research environment enables the excellence of the project to be achieved.

10.1. Before the evaluation

Once the application is completed, proposals are registered and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are checked by the Call Secretariat before the evaluation begins. Proposals which do not fulfill these criteria will not be included in the evaluation.

10.2. Evaluation of the applications

Each application will be reviewed by panels of 3 independent experts covering defined scientific and thematic areas in accordance with the proposal evaluation criteria. At least one of the experts in a selection committee will have a non-Turkish nationality or a non-Turkish residency. Applications will be assigned to panels based on the applicant's chosen the discipline(s) represented. Reviewers will read each proposal remotely and provide their individual comments for each proposal. Reviewers will then be invited to TÜBİTAK Headquarters in Ankara, Turkey for consensus meetings.

10.3. Evaluation criteria, weights and thresholds

The detailed elements applying to the selection of applicants and their proposal are as follow:

Evaluation criterion	weight	threshold
Scientific and technological quality	25 %	3 out of 5

Research potential of the fellow	25 %	3 out of 5
Training and career development aspects of the fellowship	20 %	3 out of 5
Implementation of the proposed fellowship	15 %	0 out of 5
Impact of the proposed fellowship to Turkey and ERA	15 %	4 out of 5

Table 3: Evaluation criteria, weights and thresholds

10.4. Evaluation criteria and sub-criteria for the Co-Circulation Scheme

The applicants are expected to describe their proposals in 5 different sections:

1. Scientific and technological quality

- Originality and innovative nature of the research proposal
- Relationship to "state of the art" in its scientific field
- Inter-disciplinary and/or intersectoral aspects
- Transfer of knowledge aspects of the proposal
- Research methodology

2. Research potential of the fellow

- Research experience
- Research results: publications record (peer-reviewed journal articles, patents, books etc.), invited contributions, conference presentations, and participation in other relevant actions within the research area
- Independent thinking and leadership qualities, any independent step undertaken to advance research career, e.g. attendance at nonmandatory training and development courses
- Potential to acquire new knowledge
- Match between the researcher's research potential and the proposed research project

3. Training and career development aspects of the fellowship

- Clarity and quality of the training objectives of the researcher
- Feasibility of the Career Development Plan, potential to reach the training objectives and potential to acquire new scientific and complementary skills
- Potential to help the fellow to reach professional maturity, and demonstrate diversity and independence

4. Implementation of the proposed fellowship

- The quality of infrastructures/facilities (e.g. laboratory equipment and space, IT equipment, library, online access to research journals) and international collaborations of the host
- The practical arrangements for the implementation and management of the project, in particularthe host's ability to facilitate the activities specified in the applicant's career development and training plan

- Host's experience and expertise in training researchers, capacity to provide highquality mentoring to the fellow, research reputation of the proposed mentor and Principal Investigator
- The feasibility and credibility of the project, including work plan
- The practical and administrative arrangements and support for the hosting of the fellow

5. Impact of the proposed fellowsip to Turkey and to ERA

- Potential of acquiring competencies that will lead to Professional maturity and independence
- Contribution of the fellowship to the development of the Fellow's career in the medium and long-term
- In case of a fellow returning to research after a break: contribution of the fellowship to his/her re-establishment
- Contribution to European excellence and European competitiveness,
- Benefit of the mobility to the European Research Area

10.5. Evaluation scores

Evaluation scores are given for both your profile and your research project. Each criterion is scored out of 5. Scores are awarded with a resolution of one decimal place. They correspond to the following explanations:

Score	Explanation	
0	Fail	The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information.
1	Very poor	The criterion is addressed in a cursory and unsatisfactory manner.
2	Poor	There are serious inherent weaknesses in relation to the criterion in question.
3	Fair	While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.
4	Good	The proposal addresses the criterion well, although certain improvements are possible.
5	Excellent	The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

Table 4: Evaluation Scores and Explanations

10.6. Evaluation of host institution

The applicants can freely choose their host institution and the quality of host institution will be evaluated under the criterion 'implementation of proposed fellowship'. The quality of host institution will include the quality of research group where the applicant will work, but also the

international reputation of the research group and the international collaborations of the host and the scientist in charge. Before choosing a host institution, the applicants make sure the answers to the following questions are satisfactory and meet both your criteria;

- What is the host institution's scientific expertise in the field the applicant's planning on working in?
- Does the host institution provide most of the infrastructures necessary for the research to be carried out?
- Is it in a position to provide an appropriate intellectual environment and infrastructural support?
- Is it in a position to assist the applicant in achieving the ambitions for his/her project?
- Is it in a position to assist the applicant in broadening his/her network?

10.7. Feedback given to the applicants about the evaluation results

After the finalization of the evaluation, all the applicants will receive a letter containing the final score given by the experts and Evaluation Summary Report (ESR). The ESR will reflect the opinion of the experts: within each criterion, the strengths, weakness and comments will be listed.

10.8. Objections to the evaluation process

Applicants who have any objections to the evaluation process will apply the redress procedure. A request for redress may be submitted by the applicant if he/she feels that there has been a shortcoming in the way his/her proposal has been evaluated that may affect the final decision on the selection of the application or if he/she considers the results of the minimum requirements checks. The applicants have the liberty to go for a redress procedure by providing their counter- arguments and explanations.

Redress procedure will be managed by the Call Secretariat. A specific communication e-mail address (redress-braincirculation@tubitak.gov.tr) will be dedicated for the procedure. The redress procedure is concerned with how the proposal was handled in the evaluation and eligibility-checking process; it is not an automatic re-evaluation; the judgment of appropriately qualified experts is not called into question. If there is a clear evidence of a shortcoming in the proposal evaluation, the application should be re-evaluated. After re-evaluation, if the applicant receives a new grade which is higher than the funding limit, the TÜBİTAK Administration will give a decision about funding.

11. The Funding Decision

There is no negotiation phase in this fellowship program. The funding decision is based on the ranking list (starting from the applicants getting the highest mark to the one getting lowest one) and the available budget for each call. Some revisions at the project may be required in accordance with the experts' recommendations.

12. Agreement by Fellow and Host Institution

For all successful proposals, TÜBİTAK will sign a *fellowship acceptance form* with the host institution and with the fellow. Accordingly, both the host institution and the fellow become signatories with TÜBİTAK. The acceptance form includes the rights and responsibilities of the host institution and the fellow and technical details for the implementation of the project.

All fellows in the Co-Circulation Scheme will sign a specific fixed-term *employment contract* with their host institution. The employment contract prepared by the host institution includes the arrangements between the host institution and the fellow during the project and beyond relating to intellectual property rights. One of the copies of signed employment contract should be sent to TÜBİTAK.

TÜBİTAK will also sign a *grant agreement* with the host institution which commits to implementation of the fellowship program.

After the publication of the official results, the host institutions and fellows have to sign the fellowship acceptance form and arrange other administrative issues such as the grant agreement, the employment contract, insurance etc, within 45 days. And fellowships must be started within 6 months after the allocation.

13. Monitoring and Review of Fellowship

The review process of the fellowship granted by the Co-Circulation Scheme will be based on the evaluation of the semi-annual and final reports. Each fellow is required to send the Call Secretariat semi-annual review reports every 6 months, signed by the fellow and the scientist in charge.

The fellow and hosting institution is supposed to submit a final report, signed by the fellow and the scientist in charge, to TÜBİTAK within 22 working days after the end of the project. Both semi-annual and final reports will be prepared with the format specified by TÜBİTAK. The reports will be reviewed by the Call Secretariat.

14. Cancellation of Fellowship

Should a fellow under this scheme be unable to pursue his/her project, for any reason (including medical reasons), he/she should inform the Call Secretariat within two weeks of a such situation coming to his/her attention. Fellows, failure to submit to semi-annual and final

reports on time may involve full or partial reimbursement of the financial award to TÜBİTAK.

The fellowship may be terminated under this scheme by TÜBİTAK for unbecoming conduct, discontinuity, failure to submit reports and other exceptional cases.

15. Ethical Issues

In line with FP7 rules, the Co-Circulation Scheme will not fund research which any of the followings:

- Research activity aiming at human cloning for reproductive purposes,
- Research activity intended to modify the genetic heritage of human beings which could make such changes heritable (research related to cancer treatment of the gonads can be financed),
- Research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer,

Applicants will be asked in the proposal summary form to declare whether their proposed research does deal with the research areas in the ethical issues table at below. Proposals that have not filled the ethical issues table will be rejected in the eligibility check phase. In this table, applicants must declare whether any of the activities specified will be conducted during the lifetime of the project. Even if they don't, evaluation committee may also decide that ethical committee approval may be needed.

Applicants wishing to carry out research that requires ethical approval needs to address these issues, and to describe in an ethical report how they propose to deal with the ethical issues. Furthermore, the researchers will be required to provide an official approval from the ethical board of the hosting institution. Both documents must be submitted to the Call Secretariat, along with a declaration that all research activities will be in compliance with fundamental ethical principles. If the hosting institution of the researcher does not have its own ethics committee, the researcher is requested to obtain the approval of geographically the closest ethical committee.

When no approval of the Local Ethics Committee is obtained, the proposal will not be funded in the Co-Circulation Scheme. To follow-up ethical issues during the research project implementation TÜBİTAK will ask the scientist in charge and the fellow to provide information during the periodic reporting.

Research on Human Embryo/ Foetus	YES/NO
Does the proposed research involve human Embryos?	
Does the proposed research involve human Foetal Tissues/ Cells?	
Does the proposed research involve human Embryonic Stem Cells (hESCs)?	
Does the proposed research on hESCs involve cells in culture?	
Does the proposed research on hESCs involve the derivation of cells from Embryos?	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	
Research on Humans	YES/NO
Does the proposed research involve children?	
Does the proposed research involve patients?	
Does the proposed research involve persons not able to give consent?	
Does the proposed research involve adult healthy volunteers?	
Does the proposed research involve Human genetic material?	
Does the proposed research involve Human biological samples?	
Does the proposed research involve Human data collection?	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	
Privacy	YES/NO
Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	
Does the proposed research involve tracking the location or observation of people?	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	
Research on Animals	YES/NO
Does the proposed research involve research on animals?	
Are those animals transgenic small laboratory animals?	
Are those animals transgenic farm animals?	
Are those animals non-human primates?	
Are those animals cloned farm animals?	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	
Research Involving Developing Countries	YES/NO
Does the proposed research involve the use of local resources (genetic, animal, plant, etc)?	
Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc)?	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	
Dual Use	YES/NO
Does the proposed research having direct military use	
Does the proposed research having the potential for terrorist abuse	
I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL	

Table 5: Ethical issues table

15.1. Ethical committees and regulatory bodies in Turkey

Turkey does not have a national ethics committee for Research and Technological Development. Therefore, Local Ethics Committees have an important role in decision-making on ethical issues. Local Ethics Committees are placed in universities and some of the research organizations have their own ethics committees.

For ethical issues on Human Embryonic stem cells, the applicant will apply to the Central Ethics Committee which has been established within the Ministry of Health. Any application for financing for research on human embryonic stem cells will include, as appropriate, details of licensing and control measures that will be taken by the competent authorities, as well as details of the ethical approval that will be provided.

In addition, TÜBİTAK will contact the Project Officer in Research Executive Agency (REA) before the fellowship will be awarded, providing an explanation of why research into hESC is required, and agrees not to provide funds to any such projects before the European Commission Ethics Review accepted the project and an agreement from the Program Committee has been communicated to TÜBİTAK by the REA

The Co-Circulation Scheme is a scheme for incoming mobility, and thus all research projects funded under the scheme will be carried out in Turkey, and the researchers will be hosted in Turkish academic or industrial organizations. Taking its supranational structure into account, FP7 Ethical Rules were adopted by TÜBİTAK. TÜBİTAK will ensure, through the signing of the fellowship acceptance form with the host institution, that these ethical rules are respected. As a result, the European Commission's rules on ethical issues will be binding for the host institutions and, through them, for the fellows and their research projects.