

**1515 – FRONTIER R&D LABORATORIES SUPPORT PROGRAMME**

**PARTNER ORGANIZATION’S APPLICATION FORM AND GUIDE (v6.0)**

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| **APPLICANT ORGANIZATION** |  |
| **PARTNER ORGANIZATION** |  |
| **LABORATORY NAME** |  |
| **APPLICATION DATE** |  |
| **APPLICANT ORGANIZATION’S EXECUTIVE OFFICER**  **NAME-SURNAME/SIGNATURE** |  |
| **PARTNER ORGANIZATION’S**  **EXECUTIVE OFFICER**  **NAME-SURNAME/SIGNATURE** |  |

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# GENERAL INFORMATION

## Partner Organization’s Information

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone/Fax**  **(please include country and area codes)** |  |
| **E-mail** |  |
| **Web Address** |  |
| **Field of Activity** |  |
| **Date of Establishment** |  |
| **Publishing Date of Announcement in Trade Registry Gazette** |  |
| **Capital** |  |
| **Industry / Trade Registry No** |  |
| **Chamber of Industry/Commerce** |  |
| **Tax Office and Tax Identification Number** |  |
| **Social Security Institution (SSI) Organization Registration Number** |  |
| **Partnership Structure** |  |

## Administration’s Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.4.1. Partner Organization’s Executive Officer(s)** | | | | |
| **Name Surname** | **Title** | **Telephone** | **E-mail** | **TR Identity No [[1]](#footnote-1)** |
|  | *Professional title must be written* |  |  |  |
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# ACADEMIC STUDY / PATENT / BRANDS / R&D ESTABLISHMENTS

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| Partner Organization’s Articles for the Past 3 Years [[2]](#footnote-2) |

|  |  |
| --- | --- |
|  | **Article Information** |
| **1** | Surname, Initials. (Year). Title of Article. *Title of Journal*, Volume, Page |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |

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| --- | --- | --- | --- | --- |
| Partner Organization’s Patent Information [[3]](#footnote-3) | | | | |
|  | **Total Number of Patent Applications** | **Total Number of Patents Registered** | **Number of Patent Applications in the Research Area** | **Number of Registered Patents in the Research Area** |
| **20..** |  |  |  |  |
| **20..** |  |  |  |  |
| **20..** |  |  |  |  |

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| Main Sectors of Partner Organization | |
| **Sector** | **Explanation** |
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| --- | --- | --- | --- |
| Branded Products/Services of Partner Organization | | | |
|  | **Name of Product/Service** | **Year** | **Explanation** |
| **1** | *List and explain flagship products or services of Partner Organization in all sectors in the past.* |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |

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| Partner Organization’s Completed/Continued Main Projects | |
| **Project** | **Explanation** |
|  | *Provide the projects related with the research area if the Partner Organization is a university.* |
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## R&D Establishments

|  |  |  |  |  |  |
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| **2.6.1. Partner Organization’s R&D Center/Laboratory Information** | | | | | |
| **R&D Center/Laboratory** | **Location** | **Personnel Number** | **Accreditation Year** | **Field of Activity** |
| *Information of accredited / non-accredited R&D centers / laboratories should be provided.* |  |  |  |  |
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| **2.6.2. Projects of Partner Organization’s R&D Centers in Turkey** | |
| **Project** | **Explanation** |
| *Provide at least three (3) successful project and other outcomes of R&D Centers.* |  |
|  |  |
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# RESEARCH AREA

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| --- |
| Position of Partner Organization in theResearch Area |
| *Specify how Partner Organization affects the research area in terms of scientific and technological aspects. Explain the positon of Partner Organization in the research area and specify the market share*. *If there are rankings / evaluations of independent organizations / broadcast organs in this area, they can be given in the attachment.* |

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| Strategical Importance of the Research Area for Partner Organization |
| *Explain why the research area is important for Partner Organization and indicate the effects of the research area on the future plans of Partner Organization.* |

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| Targets of Partner Organization in the Research Area |
| *Specify the measurable targets of Partner Organization for research projects in the research area and other measurable targets ( increase in number of personnel, targeted number of patents, new R&D centers to be established, etc.) defined based on the strategies of Partner Organization.* |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Technological Road Map of Partner Organization in the Research Area | | | | | | | | | | |
| **Activity** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7** | **Year 8** | **Year 9** | **Year 10** |
|  | Sub-activity 1 |  |  | Sub-activity 2 |  |  |  | Sub-activity 3 |  |  |
|  | Sub-activity 4 |  | Sub-activity 5 |  |  |  |  |  |  |  |
|  |  |  |  |  | Sub-activity 6 |  |  |  |  |  |
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| Three International Scientific Events related with the Research Area Partner Organization Participated [[4]](#footnote-4) | | | | |
| **Scientific Event** | **Organizer** | **Speaker** | **Poster** | **Attendant** |
| *Name, Year, Organizer* |  |  |  |  |
|  |  |  |  |  |
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| Partner Organization’s Three Most-Cited Articles in the Research Area [[5]](#footnote-5) | | |
|  | **Article Information** | **Citation Number** |
| **1** | Surname, Initials. (Year). Title of Article. *Title of Journal*, Volume, page |  |
| **2** |  |  |
| **3** |  |  |

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| Three Most Important Patents of Partner Organization in the Research Area | |
| **Patent Number** | **Patent Title** |
|  |  |
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| Branded Products and Services of Partner Organization in the Research Area | | | |
|  | **Name of Product/Service** | **Year** | **Explanation** |
| **1** | *List and explain main flagship products or services of Partner Organization in the research area in the past.* |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |

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| The Impact of Activities of Partner Organization in the Research Area |
| *Explain the expected social, economic and technological effects of outcomes of research projects conducted by Partner Organization.* |

# The R&D Project [[6]](#footnote-6)

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| Work-sharing between the Partners |
| *Provide information about sharing the subprojects conducted in the R&D Laboratory (maximum 300 words).* |

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| The Scope of the R&D Project | |
| **Subproject** | **Responsible Partner** |
| *List the subprojects as related with the part “4.2* *The Scope of the R&D Project” in main application form.* | *State which partner will be responsible of the related subproject.* |
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| Expected Contributions of the R&D Project and its Outcomes to Targets of Partner Organization |
| *Explain how the R&D project and its outcomes would contribute to Partner Organization in order to achieve its targets.* |

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| Collaborations of Partner Organization[[7]](#footnote-7) | | | |
| **Organization** | **Person**  **(Title, Name, Surname)** | **Time Period** | **Subject of Study** |
| *Provide information about previous collaborations of the Partner Organization and planned collaborations for the R&D Laboratory.* |  | *Provide time period for the previous collaboration.(year)* |  |
|  |  | *State “planned collaboration” for the planned collaboration if time schedule is not ready.* |  |
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| Project Follow-up and Assessment Process of the R&D Studies |
| *Specify the project manager, project management methodologies and how the coordination is going to be established between different laboratories and groups in Partner Organization.* *The evaluation process of the partner organization for R&D studies should be explained.* |

# STAFF

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number of Employee in Partner Organization [[8]](#footnote-8) | | | | | |
| **R&D** | **Production** | **Administration** | **Finance** | **Sales and Marketing** | **TOTAL** [[9]](#footnote-9) |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Distribution in R&D Center of Partner Organization | | | | |
| **PhD.** | **M.Sc.** | **B.Sc.** | **Other** | **TOTAL9** |
|  |  |  |  |  |

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| Brief CVs of Key Staff of Partner Organization in the Research Area |
| *Provide the brief CVs (maximum 150 words for each) of key personnel in Partner Organization (to be employed by the R&D Laboratory or not), who is an expert of the research area.* |

1. **LABORATORY**

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| R&D Organization of Partner Organization |
| *Indicate the position of the R&D Laboratory within Partner Organization.* |

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| Necessary Items Procured by Partner Organization for R&D Project |
| *Equipment, materials, service etc. procured by the Partner Organization in order to be used for the R&D project* |

1. **BUDGET AND FINANCIAL SUSTAINABILITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Financial *S*tructure of Partner Organization Which Belongs to Last Fiscal year (TL) [[10]](#footnote-10) | | | | |
| **Size of Asset** | **Equity Capital** | **Paid in Capital** | **Operating Profit** | **Net Profit** |
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| Partner Organization’s R&D Expense (TL) [[11]](#footnote-11) | | | | | |
|  | **20..**  **(Declared)** | **20..**  **(Declared)** | **20..**  **(Declared)** | **20..**  **(Declared)** | **20..**  **(Prediction)** |
| **a. R&D Expense** |  |  |  |  |  |
| **b. Revenues** |  |  |  |  |  |
| **R&D Intensity**  **(a/b\*100)** |  |  |  |  |  |

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| Budget of the Partner Organization for the R&D Laboratory and Budget Breakdown in the First 5 Years(TL) | | | | |
|  | **Personnel Expenses** | **Consulting Expenses** | **General Overheads** | **TOTAL** |
| **YEAR 1** |  |  |  |  |
| **YEAR 2** |  |  |  |  |
| **YEAR 3** |  |  |  |  |
| **YEAR 4** |  |  |  |  |
| **YEAR 5** |  |  |  |  |
| **TOTAL** |  |  |  |  |

|  |  |
| --- | --- |
| Average Annual Income of the Partner Organization Obtained from the Product Subject to the Patent or the Products in which this Product is Used in the Last 3 Years (TL) | |
| **Average Annual Income by Licensing Registered Patents** | **Average Annual Income from the Products and Services Using Patents** |
|  |  |

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| Sharing of the Intellectual Property Right that will be Generated in Result of the R&D Studies among the Parent Organization/Group, Organization in Turkey and Partner Organization |
| *Allocation of rights between Parent Organization, Applicant Organization and Partner Organization for intellectual property of the R&D Laboratory* |

1. **APPENDICES**

**APPENDIX1.** STAFF CVs

**APPENDIX2.** PARTNER ORGANIZATION’S THREE MOST-CITED ARTICLES RELATED WITH THE RESEARCH AREA

1. Please provide passport number for non-Turkish Citizens. [↑](#footnote-ref-1)
2. Provide the information of selected 10 articles. [↑](#footnote-ref-2)
3. Provide the information for the past three years including the current calendar year. [↑](#footnote-ref-3)
4. 4 Select scientific events from the events within the past three years. [↑](#footnote-ref-4)
5. Attach the research articles to the application form. (APPENDIX 2) [↑](#footnote-ref-5)
6. The R&D Project refers to the research and development activities which are going to be conducted by the R&D Laboratory to be established. [↑](#footnote-ref-6)
7. Provide information about collaborations in Research Area if the Partner Organization is a university. [↑](#footnote-ref-7)
8. Add other major departments to the table if necessary. [↑](#footnote-ref-8)
9. Indicate the total number of employee. [↑](#footnote-ref-9)
10. Do not fill in if the Partner Organization is a university. [↑](#footnote-ref-10)
11. Provide the information for the past five years including the current calendar year. Provide estimated values for the current calender year. Estimated values ​​for the year of application must be submitted. Do not fill in if the Partner Organization is a university. [↑](#footnote-ref-11)