



**A GUIDE TO LEGISLATIONS AND PROCESSES
IN TURKEY FOR INTERNATIONAL OUTSTANDING
AND EARLY STAGE RESEARCHERS**

2232

**Department of
Science Fellowships and Grant Programs**

FOREWORD

Recently human capital is becoming increasingly important for economic development and growth. As a result having qualified workforce is one of the main factors determining countries' welfare. Many countries complement their human resource deficiencies in the fields they need with qualified labour force circulation. Based on this need, countries develop both long-term and short-term policies to attract qualified human resource. 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers Programs aiming to attract top level qualified human resource in strategic fields to serve our country's National Technology Pound is a new and pioneer in terms of opportunities provided to researchers who intend to return to Türkiye. In the past years, many of our researchers, citizens of the Republic of Türkiye or internationals, from more than 40 countries have applied to these Programs. Many of these researchers are people who have not carried out research activities in Türkiye for a long time. In fact, many of our international researchers visited Türkiye for the first time within the scope of these Programs. For that reason vast majority of our researchers supported in the scope of the Programs, have very limited information about the research atmosphere in Türkiye, methods of using the grants, financial and legal processes. In this framework, this guidebook has been developed by our department in order for you our valuable researchers, to have the most accurate information about the grant utilization systems, legal and financial regulations in our country and to use the grants provided to you in the most effective way. Thank you for your interest in our country and wish you success in your research activities.

**TÜBİTAK Department of Science Fellowships and Grant Programs
Research Fellowship and Grants Group**

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ABBREVIATIONS

Abbreviations	Description
ARBİS	Researcher Information System
BİDEB	Department of Science Fellowships and Grant Programs
E-BİDEB	BİDEB Application Tracking System
GYK	Group Executive Committee
IBAN	International Bank Account Number
MADES	Financial Control and Contracts Division
PTİ	Project Incentive Bonus
PTS	Project Tracking System
SGK	Social Security Institution
T.C.	Republic of Türkiye
TÜBİTAK	The Scientific and Technological Research Council of Türkiye
TTS	Transfer Tracking System
YÖK	Council of Higher Education

1. ANNOUNCEMENT OF GRANT DECISION AND STARTING PROCESS OF GRANT

1.1. Announcement of grant decision

Monitoring processes of 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers Programs start with the announcement of grant decisions. Grant decisions are announced on the internet on the TÜBİTAK homepage (<https://www.tubitak.gov.tr/>). Applicants can learn about the application status from BİDEB Tracking Application System (e-bideb.tubitak.gov.tr) which is the platform from which they apply. System logins must be made with the username and password used in the application. There are three different feedbacks given to applicants about the results.

The first notification is the "**BİDEB Return**" notification made to the applicants who do not meet the application requirements in the relevant call text. If there is this expression opposite the application, it is stated that the application was eliminated at the preliminary examination stage without scientific evaluation. Information about the reason for disqualification in the preliminary examination can be obtained from the e-mail address of the program (bideb2232@tubitak.gov.tr) or via phone call.

The second notification for the results is the option "**Application Rejected**". If there is this expression opposite the application, it should be concluded that the application conditions specified in the call are met, but the total score obtained as a result of the scientific examination is below the threshold score determined for the grant decision. In the second stage of evaluation, in the scientific evaluation part with the joint report of the panel members in charge of scientific evaluation is sent for applicants who were disqualified with the threshold score, within a few weeks after the announcement of the grant decision. In this report, it is aimed to give results of the scientific examination of the application to be able to feedback to the applicant about the missing points and create an opportunity for future development.

The last notification made for the applications is the "**Qualified for scholarship**" option. With this statement, it is stated that the applications meet the application conditions in the preliminary examination and that the total score obtained in the scientific evaluation is above the threshold score determined for the grant decision. BİDEB transmits the **Letter of Acceptance** within a few weeks to the applicants entitled to grant after the grant decision.

Objections related to the rejection decision within the scope of the regulation regarding the objections to the application and evaluation processes of the programs carried out by TÜBİTAK can be done within 15 calendar days from the notification of the transaction subject to objection (written or electronically made). The application for objection must be made through the "objection" section in TÜBİTAK Communication Center's online system (<https://tubimer.tubitak.gov.tr/>). Applications made after the specified period and invalid method shall be rejected.

1.2. Acceptance Letter

After the grant decision regarding the call period of the Programs is announced, the acceptance letter is sent electronically by BİDEB Research Scholarships and Grants Group. The acceptance letter is transmitted to the e-mail address provided by the applicant during the application. Sending the acceptance letter has two purposes. The first aim is to announce the grant decision to the applicant with an official notification; second aim is to provide information to the applicants about the process of initiating grant. Acceptance letter encompasses information about the time allowed to initiate grant, the method and the documents required to initiate grant. It is the applicant's obligation to comply with the information in the acceptance letter and to carry out the process with the methods specified.

1.3. Alloted time and additional time requests to initiate grant

It is essential to initiate grant within the period specified in call texts of 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers Programs. Grant in accordance with call text should be initiated within 1 year as of the grant decision announcement date. In this context, based on the dates specified in the letter of acceptance, the grant should be started within the period specified obeying the following processes.

The main purpose of giving researchers up to one year to initiate grant, is to allow researcher to complete project intended and his/her personal preparations. For instance, processes such as relocation of the family, moving the laboratory abroad (if any), finding the members of project team, preparing the office and laboratory environments at the host institution ...etc. should be finalized during this period.

Researcher awarded for grant may request an additional period of up to 6 months in addition

to the 1 year period for the initiation of grant in case of force majeure. In order to initiate the grant, the request for additional time should be made to the BİDEB Research Scholarships and Grants Group with a petition. Force majeure and justifications provided in the petition should be specified in detail and supporting documents (hospital reports, contracts, etc.) regarding the reasons, if any, should be submitted as attached to the petition. Authority regarding the request for additional time belongs to the BİDEB Group Executive Committee (GYK). Committee convenes once a month, and the opinions, suggestions and decisions regarding group activities are taken by academicians from different universities. Committee's decision is notified to the researcher by e-mail by the program officers after the meeting. If an objection is requested about the decision of the Committee, it must be made with additional justification and documents. Objections cannot be made on the same documents and justifications.

Work experiences abroad during the period between the grant decision and grant initiation do not affect the application category. For example, it is not possible for an early stage researcher supported from the 2232-B program to request grant from the 2232-A program, due to his/her work experience after the grant decision.

1.4. Documents required to be delivered to initiate grant

The first action to be taken by the researcher after the grant decision is to submit all documents specified in the call and the acceptance letter. The requested documents are given below and must be submitted to e-bideb system (e-bideb.tubitak.gov.tr). It is not necessary to send a notification that the support will be used, the submission of the requested documents informs that the support will be used.

Detailed information about the documents required to initiate the grant is presented below.

Notification regarding the start date of grant and bank information

The date when the grant will be initiated must be submitted. It is sufficient to declare the date on which the grant will start in day-month-year form.

In order to ensure standardization for scholarship payments **2232 projects are put into effect on the 1st day of every month**. Therefore, the researchers awarded for grant cannot request the grant date as a day except the 1st day of the month. Otherwise, the 1st day of the month

following the written date is accepted as the start date of the grant.(For example, if December 13, 2021 is specified in the system, the start date in the grant contract will be determined as January 1, 2022.)

It is required to provide the bank account information (especially the IBAN number) to which the scholarship payments will be made regarding the initiation of the grant.This account must be a TL account opened in the name of the researcher in a bank located in Türkiye.It is not possible to make transfer to another bank account. If the bank information is not possible to be transmitted during the sending of the grant documents, notification can be made later by e-mail. However, our Institution rejects responsibility for delay in scholarship payments in case of late notification.If the bank information is not provided during the payment transactions for the relevant month, scholarship payment for that month is paid together with the scholarship of the following month.

 For candidates who request family living expenses allowance, identity register copy taken from the e-government;marriage certificate and / or birth certificate for international researchers

A family living expenses allowance is an item that is paid to people who are married or divorced but have children.In order to be able to get this scholarship, documents proving these conditions are requested.T.C. nationals can log in via the e-government application (<https://giris.turkiye.gov.tr/Giris/>) and obtain barcoded population records from the "Population Registration Certificate" query option. Since the document will have a barcode, its printout is accepted. No approval is required.

Researchers of international nationality are expected to submit official letters in English containing the marriage certificate issued in their country or birth certificates of their children or the identity information obtained from the civil registry offices of their country.

 Ethics committee document, if necessary

If under the scope of the scientific researches given place in the recommendation for application to collect data by methods such as survey, interview, focus group work, test, etc., or use of drugs, medicinal products and herbal medicinal products or non-drug clinical tests on humans,it is necessary to obtain permission from the Ethics Committees approved in accordance with Article 90 of the Turkish Penal Code No. 5237, Additional Article 10 of the Health Services Fundamental Law No. 3359 and agreements to which Türkiye is a

party. Similarly, in the event that any organism that falls within the definition of an experimental animal within the scope of Article 4-d of the Regulation on Working Procedures and Principles of Animal Experiments Ethics Committee, permission of the Ethics Committee in the scope of the relevant regulation is required.

It is not possible to continue with the scientific research on related subjects without these permissions. The permission of the ethics committee must be obtained from the host institution where the project will be carried out. Since the processes of the ethics committee differ according to each institution, there is no standard period for obtaining the permission. If a research requiring ethics committee approval, information about the length of the process should be obtained by contacting the host institution. It is recommended to apply to the ethics committee without delay after the grant award. The date on which the grant is requested to be initiated must be set according to the date on which this document will be obtained.

Ethics Committee Approval must be on behalf of the project coordinator or include the name of the project coordinator. The title in the document and the title of the project proposal should be the same or the title in the document should be more comprehensive. Document's wet signed version must be sent to our institution.

1.5. Identifying grant budget

There are 10 different grant items under the 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers Programs and 9 of these are financial grants. Among these grants, the items other than the scholarship for the coordinator, family life expenses scholarship, travel and insurance grants; are the grants for the researchers making the necessary purchases for researchers to create a research environment in Türkiye and to carry out their projects. Research project grant, grant for the creation of the research team, Project Incentive Bonus to be awarded to researchers who will take part in the research project, and Institution Share grant to the host institution are the budget items finalized with the evaluation to be made by TÜBİTAK over the budgets requested by the researchers.

After the announcement of the grant award, additional clarifications, pro-forma invoices and / or price offers may be requested by TÜBİTAK, if necessary. Relevant budget items are evaluated by TÜBİTAK over the budget proposal submitted in the application and additional

requested information and documents. In this process grant period is also evaluated. If deemed necessary, the grant period requested can be shortened to be not less than 24 months. After the evaluation, the grant period and grant budget deemed appropriate, are notified to the researcher who has been awarded by TÜBİTAK.

The essential objective of the budget assessment is to ensure utilization of public resources in an effective manner. Issues such as; detecting and preventing duplicate purchases by checking the machinery and equipment available in the host institution's infrastructure during the assessment; whether there are purchasing requests out of the financial legislation; whether goods and services not specified in the project proposal are requested or not, whether the upper limits set by TÜBİTAK have been exceeded are checked.

After the evaluation, the budget approved by TÜBİTAK is notified to the researcher. If the awarded researcher agrees with the approved budget and the documents specified in the acceptance letter are sent the preparation of the contract is initiated. Contrary cases related to this process are reported to the researcher who received support. If the budget evaluation is not found appropriate by the researcher, an objection can be made to the budget evaluation by stating the justifications with a petition. In this case, the objection is evaluated once more and the process is carried out again.

1.6. Preparing the grant contract

In order to prepare the grant contract, the two processes specified in the above sections, the grant initiation documents requested in the Acceptance Letter must be submitted to the system and the evaluation of the grant budget, must be completed. Here it should be kept in mind that documents' submission and budget evaluation are two independent processes. Therefore, it is not necessary to wait for one of these processes to be completed for the other. (For example: documents may be sent to initiate grant while making your budget assessment.) However, for contract preparation, both budget finalization and the documents specified in the acceptance letter should be sent. Contract preparation is not initiated until both processes are completed. The contract preparation requires approximately 2 months.

When the two processes mentioned above has been completed BİDEB Research Scholarships and Grants Group sends an official letter to the BİDEB Financial Control and Contracts Division(MADES), requesting the preparation of the grant contract. After this official notification, grant contract is prepared by BİDEB MADES. Contract is prepared in

Turkish within the scope of the legal principles in Türkiye. Translated text of the contract is added for information purposes for international researchers, but is not signed. Grant contract generally includes the principles specified in the call text and other legislation. Apart from these, there are no additional obligations and sanctions in the contract.

In order for BİDEB MADES to contact the researcher comfortably, the contact and address information in ARBİS should be updated. Contract prepared will be sent to researcher's host institution via post / courier. Contract must be returned to TÜBİTAK by mail / courier or hand-delivered, signed by the researcher awarded for grant and the following officials of the host institution/organization to be researched.

- Highest level coordinator / official (rector, general coordinator, president, etc.) of the institution / organization to be researched.
- In case the host institution is a university highest level of the unit where the research shall be conducted (dean, institute coordinator, etc.) and unit coordinator (department head, etc.)
- Center coordinator, if the host institution has a research infrastructure that is qualified under Law No. 6550
- In case the host institution is a private sector organization, the person / persons with the broadest representation and signature authority.

The contract is signed by the authorized researcher and the above-mentioned official of the host institution, and then signed by TÜBİTAK authority. When the signature process is completed, the grant specified in the project contract is put into effect by our institution as of the starting date. The researcher must initiate his research activities in Türkiye as of the start date of the grant. It is essential that the project is carried out in Türkiye.

In the next part of the guidebook, information will be given about the recommended preparations to be made before the start of grant in order to utilize grant more effectively.

2. PREPARATIONS OF THE RESEARCHERS AND HOST INSTITUTIONS BEFORE INITIATING THE GRANT

The grant provided in 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers Programs is a pioneer in terms of grant alternatives and grant amount. Expectations are also very high from researchers given grant in return for this large-scale grant. It is expected that leading efforts in the field of strategic research in our country will be carried out. Undoubtedly, the financial grant given alone is not sufficient for such significant works. The most important factor to ensure the success of these studies is to make a detailed planning about how the research will be carried out. In order for this planning and preparation process to be carried out in an efficient manner, the time allowed for the start of grant after the grant award by TÜBİTAK in 2021 was extended from 6 months to 1 year. In this 1 year period, research can be initiated at any desired time. However, the main issue here is to initiate the grant after the preparations for the research are completed. In this part of the guidebook, recommended preparations that the awarded researcher should make before the grant award will be mentioned.

2.1. Preparing working environment in the host institution

As stated in the call texts of the programs, host Institutions are obliged to provide the office and laboratory environments to be used by the supported researcher. The institutions inform TÜBİTAK that they will fulfill these obligations with the invitation letter they submit during the application and the commitment letter they deliver after the grant award. However, even if these official notifications have been made, some researchers have problems in creating office and laboratory environments due to the insufficiency of the available spaces in the host institutions. In some cases, allocated areas are not requested by the researcher on the grounds that they do not provide the appropriate conditions for the research to be conducted. In the past years, there have been researchers who lagged behind the work schedule due to such situations, could not submit their first progress report or had to stop their project several times. In order to prevent such situations, host institution should be visited, if possible, within the allotted time and the work areas to be allocated should be checked with the authorities of the host institution. For these areas, it should be ensured that the preparations such as renovation, repair, purchase of office furniture by the host institution are completed before grant initiation. In this way, there will be no loss of time due to problems such as installation and settlement in the first months of the project.

2.2. Preparations for establishing the project team

At the beginning of 2021, 70% of the researchers in the survey conducted for the coordinators of the International Outstanding Researchers Program supported in the 2018, 1st term call, stated that they had difficulties in establishing a research team for their projects. This is the most frequently observed problem in the grant process. The problems most emphasized by the researchers participating in the survey are as follows:

- Difficulty finding students with expertise / interest in the project
- COVID-19 pandemic
- Work / residence permit problems of international students
- Host institution rejecting to provide help in the student seeking process, such as posting advertisements.
- Students finding their scholarship amounts low

Unlike other TÜBİTAK grant, in 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers Programs, a separate grant item has been defined to create a project team. The main objective of TÜBİTAK to implement these programs is to enable researchers, who stand out with their international experience, to train graduate students in Türkiye and to establish new research groups. These programs are seen as a vital tool for raising qualified human capital. For this reason, there is a separate grant item for forming the research team. To explain in more detail, the project team grant includes scholarships in amounts determined by TÜBİTAK for a maximum of 5 people. A maximum of 2 of these scholars can be master students and maximum 1 of them can be postdoctoral researchers. Scholarship students cannot be added if less than 6 months remain until the end of the project. If desired, all students can become PhD students. If these students work in a job other than the project, they can receive partial scholarships. They can receive a full-time scholarship if they work only for the project. The amount of scholarships to be provided to the project team is published by TÜBİTAK on programs website. Scholarship amounts or quota cannot be changed by the researcher awarded for the grant. Scholars are entitled to a scholarship payment after the date they are included in the project. For this reason, it is ideal for scholars to participate in the project at the start of grant. Otherwise, the budget of the time period until the scholarship holder's involvement in the project is not used. Grant for the creation of a project team is limited grant and not a lump-sum budget; in consequence, the unused budget is taken back by TÜBİTAK at the end of the project. Therefore, for the efficient use of the grant, it would be ideal to select the scholars before the project and to

make a request to be included in the project at the initiation of the grant. Otherwise, there are problems such as the inability to use the grant given efficiently and the decrease in the time spent by the students expected to be trained in the project. For this reason, it is recommended that the process of finding a scholarship student, which is quite long and laborious, should be initiated within the allotted time before the grant and if possible completed.

In this regard, the host institution should be contacted and assistance should be asked for scholar announcements at the required addresses. Scholars within the scope of the programs are not required to be registered at the host institution. Students from other universities in Türkiye can also be scholarship holders in projects. In addition, these students are not required to be citizens of Turkish Republic. For these reasons, it is recommended to ensure that advertisements to be published not only in the host institutions but also in other universities will increase the number of candidate scholars. It would be beneficial to hold interviews with candidates before the initiation of grant. If it is not possible to return to Türkiye before the start of grant, it is recommended that interviews are conducted via online.

In addition to the scholarship grant, project incentive bonus grant is provided for professional researchers with at least undergraduate degrees intended to take part in the project team. It is important for the healthy progress of the project that these people are selected among experts in their fields. It is observed that there are delays in the inclusion of researchers in the project team, as is the case with the fellows. Although this situation is less, the budget allocated cannot be used effectively. Thus, it is recommended that the identification of the people working on the project subject in Türkiye and the interviews with these people should be made in the time frame between the announcement of the grant award and the initiation date of the grant.

2.3. Receiving residence and work permit for international researchers

One of the most turbulent issues for international researchers supported by 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers Programs is obtaining residence and work permits. As in every country, an investigation is carried out by the relevant Ministries in Türkiye for the sessions and works of international nationals within the framework of a particular legislation. In Türkiye, this process is carried out by different competent authorities depending on the type of permit.

Grant provided by TÜBİTAK within the scope of 2232 A International Outstanding

Researchers and 2232 B International Early Stage Researchers Programs is for the conduct of a research and TÜBİTAK is not the host institution / international researchers' employer supported in these programs. TÜBİTAK is a sponsor institution in its international definition. Here, people who are or are close to the employer status of researchers are the host institutions. Therefore, it is the host institutions that are authorized to obtain residence and work permits for international researchers. International researchers awarded for grant should discuss with their host institution regarding residence and work permits while preparing to initiate grant after the grant award and carry out the process in cooperation with the host institution. However, in this part of the guidebook, general information will be given for obtaining the relevant permissions.

First of all, when international researchers arrives Türkiye, if they are from a country subject to visa, the type of visa obtained does not affect the residence permit and work permit process. For example, even if you have entered Türkiye with a tourist visa, it is possible to apply for both permits. For this reason, it is important for the international researcher to choose the type of visa that will be the easiest to come to Türkiye.

Procedures differ depending on whether the incoming international researchers will work in the host institutions (especially in universities) with or without a permanent staff status. While obtaining a residence permit from the Ministry of Internal Affairs, Migration Management is sufficient for individuals to work without a staff position in the host institution with the statuses such as post-doctoral researcher or visiting researcher. If the researcher is to work in the host institution as a faculty member in exchange for a staff position a work permit must be obtained from the Council of Higher Education (YÖK). If the international researcher is going to work in an organization operating in the private sector, then an administrative work permit must be obtained from the Ministry of Labor and Social Security. Therefore, the type of host institution and the working status in the institution are an important detail in following the correct process.

If the supported researcher will not work permanently in the host institution, the researcher must apply for a residence permit to the Ministry of Internal Affairs, Immigration Authority after the researcher arrives in Türkiye. This application cannot be made before the researcher comes to Türkiye. However, the application can be made online at <https://e-ikamet.goc.gov.tr/>. Some host institutions complete this application for the researcher. It will be useful to discuss this matter with the host institution before the application. Further, the

type of visa in the application to be made to the immigration office should be specified as the type of visa to enter Türkiye. In the appointment made after the application, all the documents requested by the immigration authority and the grant letter of the host institution must be submitted. At this stage, it is expected for the researcher to have a health insurance by immigration authority. If the researcher has not yet been covered by a health insurance, the grant letter to be provided by the host institution should include a statement promising that the researcher's health insurance will be covered by the institution. In addition, the acceptance letter sent by TÜBİTAK as a supporting document should be attached to the application. It may take approximately 1.5-2 months to obtain a residence permit from the immigration authority. Thus, it is recommended to start the process before the start of grant. If researchers cannot come to Türkiye before the start of grant, it is recommended to make this application immediately when they reach Türkiye.

If a permanent employment contract is to be concluded between the researcher and the host institution; if the host institution is a university, a work permit application must be made to the Council of Higher Education, if it is a private sector organization, to the Ministry of Labor and Social Security. In this case, there is no need to apply for an additional residence permit. These applications must be made by the host institution itself. At this stage, researcher should contact the host institution and submit the documents and information required for the application to the institution. For such applications, researcher is not required to enter Türkiye. For applications to be made to the Ministry of Labor and Social Security, the host institution must make an official application to TÜBİTAK and request a letter of grant. This letter to be provided by TÜBİTAK should be added to the relevant field in the Ministry's online application system. In accordance with the protocol concluded between TÜBİTAK and the Ministry, researchers with TÜBİTAK grant are given priority in the process.

International researchers can obtain a temporary Republic of Türkiye ID number only when they obtain a residence or work permit. In order to open a Turkish Lira (TL) account in a bank in Türkiye, T.C. identification number should be submitted. Since scholarship payments can only be deposited into TL accounts by TÜBİTAK, researchers may not be able to receive their scholarship payments until their residence or work permit applications are finalized. For instance, if the researcher opened a TL account with a residence permit in the second month of grant, he / she will be able to receive the first and second month's scholarship payments together with the third month's scholarship. **Therefore, if these permits will not be concluded before the start of grant; Researchers are advised to have enough cash with them to cover their living expenses for a few months.**

2.4. Purchasing processes of the machine and equipment required in the project initiation

In the 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers programs, the processes related to project expenditures must be carried out by the host institution in accordance with the grant contract and TÜBİTAK's financial regulations. In other words, it is the responsibility of the host institution to make all purchases within the scope of the grant in accordance with the financial legislation and the approved budget. TÜBİTAK checks after purchases and may reject purchases in violation of the legislation. Thus, host institutions should contact the relevant project grant offices in order for the supported researchers to learn their responsibilities in procurement under the scope of the grant. In some cases, if the amount of the purchase to be made is above the direct purchase limits specified in the law, it may be necessary to organize the purchase through the tender method. In some instances, it may be necessary for the purchase to be made from abroad and there are additional processes regarding customs. In such cases, it may not be possible to make the purchases in the time required for the project. Thus, research execution may be delayed or impossible. In order to prevent such situations, it is recommended to contact the relevant units of the host institution regarding the purchases to be made within the scope of grant before starting. Even if the host institution does not want to realize the purchase without the grant being transferred by TÜBİTAK, it will be beneficial to start the long procurements or to inform the researcher about the process in order to detect and solve the problems in advance.

2.5. Requests for host institution change

Unlike other TÜBİTAK grants, a frequently observed situation in the 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers programs is the change requests related to the host institution. Many researchers negotiate with the host institution during the application, but the planning in these interviews may change during the initiation of the grant. This situation may arise from both the host institution and researchers' personal wishes. Institutional change is not desirable for TÜBİTAK, as the host institution's contributions to the research plan and the project also have a share during the evaluation. However, it is essential to use the grant efficiently and in a healthy way and to complete the project with the proposed research plan. Thus, host institution change requests are taken into consideration by our Institution. It is more ideal to make this request before the contract period. Host institution changes to be made after the grant have been initiated means extra

red tape and waste of time. Therefore, meetings should be established with the host institution during the preparation period for the initiation of grant and efforts should be made to solve the anticipated problems. If it is thought that these problems will not be resolved and that they will prevent the completion of the research plan and the project after the grant has been started, then the request for a change of institution should be made before the grant is started.

Researcher who wants to make an institution change request is asked to submit a petition containing scientific and technical reasons for the request. Two additional official letters are requested in the attachment of this petition. The first letter is the letter of acceptance and commitment to the terms of the contract concluded by the institution's senior official to be transferred. The second letter is the official statement signed by the senior official of the institution containing the current host institution's views on the transition request.

After such request is made, it is discussed in the Group Executive Committee of TÜBİTAK BİDEB Research Scholarships and Grants Group (GYK). A change of institution is decided upon by the decision of the Committee and with the Consent of the Presidency. Although the current and candidate host institutions both express a positive opinion about the transition request, the reasons may not be approved by TÜBİTAK. In this case, transition is not confirmed. Thus, it is not correct to think that all transition requests will be approved. Scientifically and technically reasonable justifications are expected to occur or even if there are personal reasons, it is expected to arise from force majeure.

3.MONITORING PROCESS

It has been observed that the researchers supported by the 2232 A International Outstanding Researchers and the 2232 B International Early Stage Researchers programs, not only international nationals, but also those who are T.C. Nationals have been outside Türkiye for a long time, and have little information about the grant mechanisms in Türkiye and TÜBİTAK's monitoring processes. The most problematic process for researchers is the monitoring process of grant. The reason for this is that while the part up to the grant initiation process is compatible with the grant processes in many countries; legal, administrative and practical issues in Türkiye come to the fore in the monitoring process. It seems that most of the researchers have little idea about these processes, as it will be their first project in Türkiye. Thus, issues related to the monitoring process have been explained in detail under the following headings.

3.1. Putting the project in to effect and initiating the scholarship payments

After the grant contract prepared by TÜBİTAK and sent to the researcher's host institution is signed by both the researcher and host institution's authorities, it should be sent to TÜBİTAK by courier / mail or delivered by hand. Subsequently, contract is signed by TÜBİTAK officials. Efforts are made to complete these signature processes at least 1 week before the start of grant. After the signatures, the grant is put into effect. As of the start date of grant specified in the contract, all parties' obligations begin. However, in some cases, the contract may reach the Group after the start date of the grant due to the researcher's late initiation of contract preparation, late completion of signatures or delays in mail. Even in this cases, the project is put into effect as of the date specified in the contract and all parties' obligations begin as of the start date of the grant specified in the contract. However, in such cases, it is not possible for the researcher to receive the first month's scholarship payment, as the Group will already have given a scholarship payment order for the relevant month. This scholarship is transferred to the researcher's account together with the scholarship for the second month in the second month of the project.

The scholarship payment can only be transferred to an account opened in his/her name by the researcher who has been awarded for grant in a bank located in Türkiye. Even if the researcher requests it, it is not possible to transfer to bank accounts abroad or to Turkish bank accounts owned by other persons. Even if a bank account belonging to someone is notified, the name and surname of the person to whom the transfer is made will not match

the name and surname given in the bank account, so the bank automatically returns the payment to TÜBİTAK. For this reason, a bank account must be opened in Türkiye at the signing stage of the contract and must be reported to TÜBİTAK immediately. In addition, cash payment of the scholarship is not possible due to the domestic legislation.

Monthly living expenses and family living expenses allowances for the researcher are made to the bank account of the researcher between the dates specified in the contract (usually within the first 10 days of the month). Scholarship payment is not a salary payment and there is no obligation to make the payment by TÜBİTAK on the same day every month. In fact, the payment methods and days may vary in line with the cash means of TÜBİTAK. Scholarship payments are not subject to tax within the scope of financial legislation in Türkiye and therefore the scholarship amounts stated on the web page are the net amounts to be transferred to researcher.

3.2. Budget transfer

After contract process completion and project implementation, the project account must be opened by the host institution and the account information must be reported to the BİDEB Financial Control and Contracts Division (MADES). After the account information is transmitted, the following allowances are transferred by MADES to the relevant bank account:

- The whole of the initial grant provided to the researcher
- First semester grant for the first six months of the research budget grant provided to the researcher
- The first eight months of the scholarship grant for the project team provided to the researcher

These transfers are made within the cash possibilities of TÜBİTAK as stated in the call text. When necessary, applications such as delays in the transfer of appropriations or the transfer of a certain percentage can be made. In such cases, Financial Control and Contracts Division gives priority to the transfer of allowances such as scholarships, machinery and equipment purchases essential for the researchers to avoid any unjust treatment. If such a situation occurs, MADES should be contacted.

Project incentive bonus and corporate share for the first period are transferred to the project account after the first half of the projects are completed and the progress report submitted by the researcher is approved. For the transfer of the second term of the research project and

scholarship grants, progress report of the first term is expected to be accepted. In order to continue scholarship payments of the scholars who will take part in the project team due to the progress report evaluation process, allowance is transferred for the first eight months.

3.3. Transportation allowance

One of the grant items offered to the researcher supported in the 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers programs is the transportation grant for him/herself and his family. For this grant, the researcher should indicate in the budget proposal the approximate amount of the plane tickets from abroad to Türkiye for his/her arrival if any spouse and children. Payment is made in accordance with the documents.

After the project is put into effect, a petition must be submitted by the researcher to transfer the grant to his account. In the annex of this petition, flight tickets of the researcher, spouse and children must be presented. The tickets sent must have the quality of e-tickets and the amount of the ticket must be included. Reservation documents are not valid for payment. If the extra baggage amount is not recorded on the ticket, it is not paid. If the ticket amounts are above the recommended and approved amount in the budget, the amount found appropriate in the budget attached to the contract is transferred to the researcher's personal account. If the total amount of the tickets is below the amount specified in the budget, the payment is made in the amount of the tickets. The reimbursement of the transportation allowance to the researcher can be made by TÜBİTAK during the project. As with scholarship payments, there is no date range for the transfer of the payment. Finally, economy class flight tickets are required and first class tickets are not paid. Transportation allowance is not a grant for other expenses related to moving. Expenses such as transportation are not covered under this grant.

3.4. Insurance grant payment

Another grant offered to researchers supported by 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers programs is health insurance grant. If the researcher requests health insurance grant for herself/himself, her/his spouse and children during the application, health insurance grant is provided by TÜBİTAK in a monthly limit.

This grant cannot be used if the researcher is insured by the host institution. Because, according to the health system in Türkiye, insured's spouse and children are also considered as insured. If the host institution does not pay health premium, researcher must purchase health insurance for herself/himself and her/his family from a private institution. Subsequently, he should write a petition demanding the payment of the insurance grant to his/her account and send the policy and payment receipts in its attachment. If the invoice amount is above the upper limit specified in the budget, as much as the upper limit in the budget; If it is below, refund equal to the invoice amount is transferred to the researcher's account by TÜBİTAK. As with transportation allowance, insurance reimbursement can be made during the project. As with scholarship payments, there is no date range for the payment transfer.

If requested by the researcher and meets the conditions, an optional General Health Insurance can be obtained through the Republic of Türkiye Social Security Institution instead of a private insurance. In this case, a petition and attached payment receipt must be sent to receive a refund.

4.BİDEB PROJECT TRACKING SYSTEM (PTS)

Researchers can carry out the procedures for their projects through the BİDEB Project Tracking System (PTS) since the date the grant was initiated. These processes are listed below:

- Monitoring general information on the project
- Adding / removing scholars
- Adding / removing researchers
- Loading scientific and financial progress report
- Making requests for the project (phase transfer, additional time, etc.)

You can log in BİDEB PTS system at <https://bideb-pts.tubitak.gov.tr/>. Username and password of TÜBİTAK researcher information system (ARBİS) must be used to login. This username and password are the same as used to login to the application system.

Although BİDEB PTS system is a very simple and user-friendly system, it services only in Turkish. For this reason, our international researchers are advised to use the online translation services while using the system, ask for help from the Turkish-speaking staff in the project team or in the university project office, or follow the instructions of BİDEB. Since the system has a very simple interface, international researchers did not have any problems in using the system in the past years.

The image below is the home page that will be seen when the project coordinators log in to the system at <https://bideb-pts.tubitak.gov.tr/> with the ARBİS username and password. As you can see, apart from the main page, there are three modules named **Project Coordinator**(*Proje Yürütücüsü*), **Project Outputs**(*Proje Çıktıları*)and **My Work Load**(*İş Yüküm*)in the system.



Figure 1 BİDEB-PTS coordinator home screen

The following image shows the screen in the home page option of the System's **Project Coordinator**(*Proje Yürütücüsü*) Module.

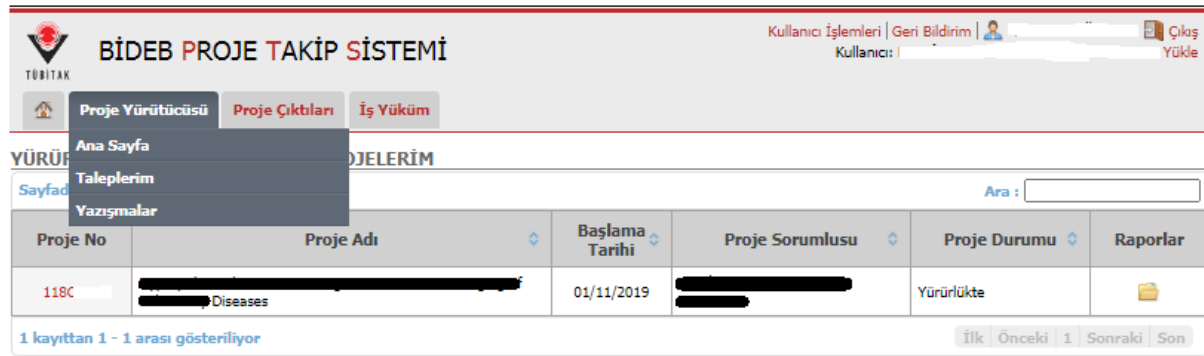


Figure 2 BİDEB-PTS project coordinator home page

This page contains general information about the project. Clicking on the project number on the far right starting with 118C in red color, you can reach the general information page where project details are presented. This page contains contact information of both the project coordinator and the project group expert and financial expert. In addition, many other information such as the organization where the project is carried out, start and end dates, additional time, if any, grant group and program are available on this page.


BİDEB PROJE TAKİP SİSTEMİ

[Kullanıcı İşlemleri](#) | [Geri Bildirim](#) | [Çıkış](#)
 Kullanıcı: [Redacted] [Yükle](#)

[Proje Yürütücüsü](#)
[Proje Çıktıları](#)
[İş Yüküm](#)

118C189 Numaralı Proje Detayı BİDEB-2232 Lider Araştırmacılar Programı- Genç Araştırmacı - Yürürlükte

[Genel Bilgiler](#)
[Proje Çalışanları](#)
[Raporlar](#)

Proje Adı	Hyperpolarized [Redacted]
Proje - Durumu - Türü	118C [Redacted] - Yürürlükte - BİDEB-2232 Lider Araştırmacılar Programı- Genç Araştırmacı (Geçici No: [Redacted])
Yürütücü	Dr. Öğr. Üyesi [Redacted] [Email] (531) [Redacted]
Yürütücü Kuruluş	EGE Ü.
Grubu - Faaliyet Alanı	C - BİDEB
Özeti	Respiratory diseases, including [Redacted] ... Güncelle
Sorumlular	Grup Uzmanı: [Redacted] [Email] (312) 298 [Redacted] Mali Kısım İzleyicisi: [Redacted] [Email] (312) 298 [Redacted]
Süre ve Bütçe Bilgileri	Öneri: 16/04/2019 Bütçe: 1.972.497 TL Türü: Transfer (Bütçe bilgileri için tıklayınız.) Onaylanma: 18/07/2019 Bütçe ve Harcamalar Raporu için tıklayınız. Başlama: 01/11/2019 Transferler için tıklayınız. Bitiş: 01/11/2022 Ek Ödenek Bilgileri için tıklayınız. Süre (Ek süre dahil): 36 ay Bursiyer Kontenjanları için tıklayınız. Ek Süre:
Ek Bilgiler ve Dosyalar	Proje Önerisi için tıklayınız. Talepler için tıklayınız. Yazışmalar için tıklayınız. Proje Çıktıları Eski kayıtlar için tıklayınız. Yeni kayıtlar için tıklayınız. Sözleşme dosyası yüklenmemiştir!

[< Ana Sayfa](#)

BİDEB Proje Takip Sistemi
TÜBİTAK Yardım Duyurular
© TÜBİTAK - Bilgi İşlem Daire Başkanlığı 2010-2021

Figure 3 BİDEB-PTS general information page

On this page, the time and budget, additional information and the red-colored sections in the files lines are clicked, access to all information on the subject title is accessible. For example, to find out if your allowance has been transferred, click on the **Transfers(Transferler)** phrase. Transfer information will be seen in the additional window that opens. Similarly, in order to view the correspondence transmitted over the system within the scope of the project, click on **Correspondence(Yazışmalar)**. Some important information that can be accessed from this page is listed below.

- ✚ **Budget and Expenditure Report(Bütçe ve Harcamalar Raporu)**:When this option is clicked, budget and expenditure amounts can be examined according to date ranges in the additional window. On the relevant page, apart from the General Report shown in the screenshot below, two additional tables are presented, named Expenditure Detail and Budget Detail. These tables contain the details of the General Report.

118C No.lu Proje Bütçe ve Harcamalar Raporu

Raporlar Listelendi.

Proje Başlangıç Tarihi	01/11/2019
Proje Bitiş Tarihi	01/11/2022
Rapor Başlangıç Tarihi	01/11/2019
Rapor Bitiş Tarihi	01/11/2022

PDF Dökümü Al

GENEL RAPOR

Sayfada 10 kayıt göster
 Ara :

Kalem	Bütçe Kalemleri	Bütçe	Harcamalar	Kalan
01.1.6.01	Ödül ve İkramiyeler	5.400,00		5.400,00
03.2.1.01	Kırtasiye Alımları	4.539,00	4.539,00	0,00
03.3.1.01	Yurtiçi Geçici Görev Yollukları	10.000,00	1.109,97	8.890,03
03.3.3.01	Yurtdışı Geçici Görev Yollukları	20.000,00		20.000,00
03.3.6.01	Profesör Uzman ve Memur Mübadele Giderleri	10.000,00		10.000,00
03.5.1.02	Araştırma ve Geliştirme Giderleri	500.000,00	66.799,55	433.200,45
05.4.1.01	Yurtiçi Burslar ve Harçlıklar	315.000,00	209.250,00	105.750,00
06.1.2.90	Diğer Makine Teçhizat Alımları	316.820,00	27.395,81	289.424,19
07.1.5.90	Diğer	27.000,00		27.000,00

9 kayıttan 1 - 9 arası gösteriliyor
 İlk Önceki 1 Sonraki Son

TOPLAM (TL):	Bütçe : 1.208.759,00	Harcama : 309.094,33	Kalan : 899.664,67
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Figure 4 BİDEB-PTS budget and expenditure report screen.

Transfers(Transferler): When this statement is clicked, the transfers made by TÜBİTAK to the project can be viewed.

Transferler					✕
	Planlanan	TTS Harcama	Durumu	Detay	
Proje Başlangıç Transferi	749272.0	749272.0	Aktarıldı		

Rapor	Beklenen Tarih	Transfer Talimat Tarihi	Yıl / Dönem	Planlanan	TTS Harcama	Durumu	Detay
1. Gelişme Raporu	01/06/2020	21/10/2020	2020 / 1	459487.0	459487.0	Aktarıldı	
2. Gelişme Raporu	01/11/2020	21/12/2020	2020 / 2	229906.0	227206.0	Aktarıldı	
3. Gelişme Raporu	01/05/2021		2021 / 1	202032.0		Aktarılmadı	
4. Gelişme Raporu	01/11/2021		2021 / 2	182400.0		Aktarılmadı	
5. Gelişme Raporu	01/05/2022		2022 / 1	122400.0		Aktarılmadı	
Sonuç Raporu	01/11/2022		2022 / 2	27000.0		Aktarılmadı	

Figure 5 BİDEB-PTS transfer screen

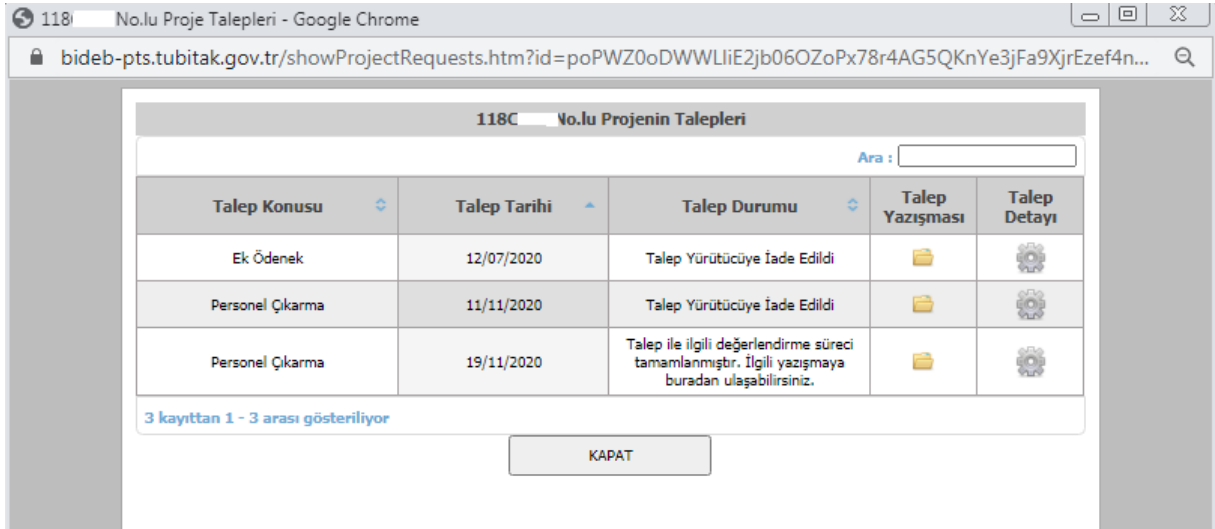
When the lens sign on the far right of each transfer line is clicked, the details of the sub-items of the relevant transfer can be monitored. In the screenshot below, there are details given regarding the transfer of the 1st Progress Report.

Rapor Ödeme Detayı

Harcama No	Yıl / Dönem	Ödenek	Ek Ödenek	Fasıl Aktarımı	Transfer	Durumu
Ödül ve İkramiyeler (01.1.6.01)	2020 / 1	5400.0			5400.0	Aktarıldı
Yurtiçi Geçici Görev Yollukları (03.3.1.01)	2020 / 1	5000.0			5000.0	Aktarıldı
Yurtdışı Geçici Görev Yollukları (03.3.3.01)	2020 / 1	10000.0			10000.0	Aktarıldı
Araştırma ve Geliştirme Giderleri (03.5.1.02)	2020 / 1	0.0			0.0	Aktarıldı
Yurtiçi Burslar ve Harçlıklar (05.4.1.01)	2020 / 1	135000.0			135000.0	Aktarıldı
Diğer Makine Teçhizat Alımları (06.1.2.90)	2020 / 1	277087.0			277087.0	Aktarıldı
Kurum Hissesi (07.1.5.90)	2020 / 1	27000.0			27000.0	Aktarıldı

Figure 6 BİDEB-PTS transfer screen

 **Requests(Talepler):** When this statement is clicked, the requests sent to TÜBİTAK by the supported researcher through the system can be accessed. Please find a screenshot of the module below.



118C No.lu Projenin Talepleri				
Ara :				
Talep Konusu	Talep Tarihi	Talep Durumu	Talep Yazışması	Talep Detayı
Ek Ödenek	12/07/2020	Talep Yürütücüye İade Edildi		
Personel Çıkarma	11/11/2020	Talep Yürütücüye İade Edildi		
Personel Çıkarma	19/11/2020	Talep ile ilgili değerlendirme süreci tamamlanmıştır. İlgili yazışmaya buradan ulaşabilirsiniz.		

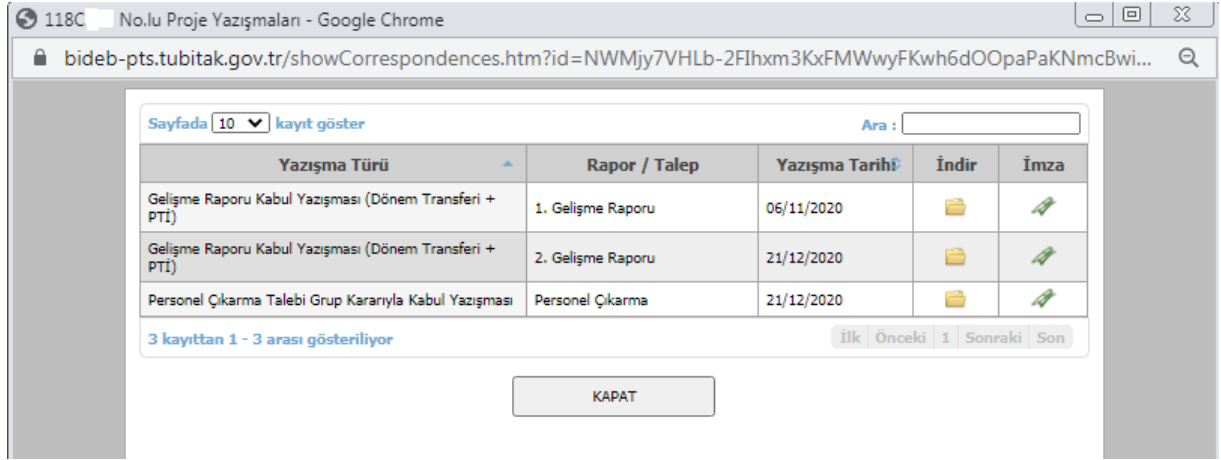
3 kayıttan 1 - 3 arası gösteriliyor

KAPAT

Figure 7 BİDEB-PTS requests screen

 **Correspondences(Yazışmalar):** When this expression is clicked, correspondence between TÜBİTAK and the researcher supported by the project can be accessed. In addition, when each correspondence is signed by TÜBİTAK officials, automatically by the system a notification e-mail is sent to the supported researcher's e-mail registered in ARBIS. Below is a screenshot of the correspondence page. The correspondence

listed on this page can be accessed by clicking on the file image in the download option.



The screenshot shows a web browser window with the URL bideb-pts.tubitak.gov.tr/showCorrespondences.htm?id=NWMjy7VHLb-2Flhxm3KxFMWwyFKwh6dOOpaPaKNmcBwi.... The page displays a table of correspondence records. At the top, there is a search bar with the text "Ara :" and a dropdown menu for "Sayfada" set to "10" with a link "kayıt göster". The table has five columns: "Yazışma Türü", "Rapor / Talep", "Yazışma Tarihi", "İndir", and "İmza". There are three rows of data. Below the table, it says "3 kayıttan 1 - 3 arası gösteriliyor" and there are navigation buttons: "İlk", "Önceki", "1", "Sonraki", and "Son". At the bottom center, there is a button labeled "KAPAT".

Yazışma Türü	Rapor / Talep	Yazışma Tarihi	İndir	İmza
Gelişme Raporu Kabul Yazışması (Dönem Transferi + PTİ)	1. Gelişme Raporu	06/11/2020		
Gelişme Raporu Kabul Yazışması (Dönem Transferi + PTİ)	2. Gelişme Raporu	21/12/2020		
Personel Çıkarma Talebi Grup Kararıyla Kabul Yazışması	Personel Çıkarma	21/12/2020		

Figure 8 BİDEB-PTS correspondences screen

Information about other modules in the BİDEB PTS system, such as adding scholars/researchers, creating progress reports, making requests will be given in the following sections of the guidebook.

5. ADDITION AND REMOVAL PROCESESS OF RESEARCHERS AND SCHOLARS TO THE PROJECT

It is one of the primary goals of our Institution that the researchers supported in the 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers programs form their own research teams and train young and talented people in our country. With the grant provided, it is aimed to create a self-sustaining qualified human capital ecosystem. For this reason, researchers are supported by a maximum of 5 scholarship holders and appropriate number of researchers. At most two of the scholars who will take part in the project team can be postgraduate students and at most one post-doctoral researcher. Other scholars are expected to be PhD students. Scholars do not need to be students at the host institution of the coordinator. Postgraduate students of any university in Türkiye can be a scholarship holder in the project, provided that their field of study is related to the project topic. In addition, scholarship holders do not have to be citizens of the Republic of Türkiye.

As recommended in expected preparations during grant, it is important for the researchers to identify the people to take part in the project team before initiating the grant for the efficient use of it. In this way, it will be possible for scholars and researchers to get scholarship payments and PTİ payments from the beginning of the grant. Otherwise, the appropriations for the months not spent will be collected back by TÜBİTAK at the end of the project. In this part of the guidebook, information will be given about the actions to be taken for the people planned to be included in the project team.

5.1. Scholar and researcher addition request

When researchers awarded for grant want to add personnel to their projects, they should request to add personnel at least 1 week before the date they request the person to be included in the project. This one-week period is required for the evaluation of the application and the completion of the missing / incorrect documents, if any. If it is requested to add personnel as of the first day of the grant, in this case, a request can be made 1 week before the start of the grant.

Scholars who are awarded a scholarship within the scope of this programme may not receive any scholarship from any BİDEB programme at the same time. In order to be eligible for a scholarship within the scope of this programme, other BİDEB scholarship needs to be suspended during this fellowship period. This act of suspension does not eliminate his/her

obligations for the other BİDEB scholarship programme.

If there are less than 6 months left until the end of the project, the newly added scholarship holder will receive a scholarship payment until the end of the project period, provided that the maximum period is not exceeded.

Adding personnel can be requested in two ways. The first form of request is forwarding the request to the Group via BİDEB Project Tracking System. The second form of request is to make a request by sending the manually filled scholarship information and commitment form and its attachments to the Group via mail/courier.

If a request is to be made from the BİDEB-PTS system, the scholarship quotas registered in the system should be checked. A direct request can be made if the quota information in the system and the educational status of the candidate scholarship holder are compatible. Otherwise, a change of quota must be requested first. In the BİDEB-PTS system, the project number should be clicked on from the project coordinator's home page to switch to the project's general information screen and the quota information should be checked by clicking the **Scholarship Quotas** (*Bursiyer Kotaları*) field at the bottom right of this page. Afterwards, switch to the **Project Teams** (*Proje Çalışanları*) section next to the General Information tab. The screenshot of this section is given below.

BİDEB PROJE TAKİP SİSTEMİ

Kullanıcı İşlemleri | Geri Bildirim | [Redacted] Çıkış
 Kullanıcı: [Redacted] Yükle

Proje Yürütücüsü
 Proje Çıktıları
 İş Yüküm

1180 [Redacted] Numaralı Proje Detayı (BİDEB-2232 Lider Araştırmacılar Programı- Genç Araştırmacı - Yürürlükte)

Genel Bilgiler
 Proje Çalışanları
 Raporlar

Araştırmacı, Danışman, Doktora Sonrası Bursiyer ekleme/çıkarma taleplerinizi ve Bursiyer Kontenjanında Değişiklik taleplerinizi sistem üzerinden gönderince, talebe ilişkin ıslak imzalı form ve eklerini ilgili Araştırma Destek Grubu'na mutlaka iletmeniz gerekmektedir.

Lisans ve Lisansüstü bursiyerlere ilişkin yapacağınız işlemlerde Gruba herhangi bir belge göndermenize gerek yoktur. Ancak, sisteme yükleyeceğiniz imzalı ek taahhüt sayfalarını saklamanız gerekmektedir. TUBİTAK, gerek gördüğü durumlarda, bu belgeleri ve öğrenciye ilişkin diğer belgeleri Gruba iletmenizi isteyebilir.

Bursiyer Ekle
Araştırmacı Ekle
Doktora Sonrası Bursiyer Ekle
Bursiyer Kontenjan Değişikliği Talebi Ekle

Görevi	Adı	Başlama Tarihi	Ayrılış Tarihi	Güncelle	Projenin Ayırma Talebi
Yürütücü BİDEB Burslusu	[Redacted]	16/04/2019			
Araştırmacı/Uzman PTİ Alıyor	EGE Ü. TIP F. RADYOLOJİ ABD.	01/11/2019			✗
Araştırmacı/Uzman PTİ Kotası Dolu	EGE Ü. TIP F. DAHİLİ TIP BİLİMLERİ B. GÖĞÜS HASTALIKLARI ABD.	01/11/2019			✗
Burslu Burslu Doktora	EGE Ü. FEN BİLİMLERİ ENSTİTÜSÜ	01/12/2019			✗
Burslu Burslu Doktora	EGE Ü. FEN F. BİYOLOJİ B.	01/01/2020			✗
Burslu Burslu Doktora	ÜNÜVAR ELEKTRONİK SANAYİ VE TİCARET ANONİM ŞİRKETİ	01/03/2020			✗
Burslu Burslu Doktora	[Redacted]	01/04/2020			✗

Figure 9 BİDEB-PTS project team screen.

If no change is required in the scholarship quotas in the project, a request for adding a scholarship student should be made directly. If the scholarship to be added is a master or PhD student, click on the **Add Scholar (Bursiyer Ekle)** option, which is in the first row from the left in the screenshot above. The following screen pops up when add scholar option is selected.

PROJEYE BURSIYER EKLEME FORMU			
Proje No	118C221		
TC Kimlik No		Kişiyi Bul	?
Uyruk			
Ad Soyad			
ARBİS İşyeri			
Aktif Program Listesi	Seçiniz..		
Telefon / GSM			
E-Posta			
Açıklama			
Bursiyer ücretli çalışıyor mu?	Seçiniz..	Bursiyerin GSS'si var mı?	Seçiniz..
Burs Başlama Tarihi		Burs Bitiş Tarihi	
Bursiyer BİDEB Bursu Alıyor mu?		BİDEB Burs Miktarı:	
Bursiyer ARDEB Bursu Alıyor mu?		ARDEB Burs Miktarı:	
Bursiyer Başka Kamu Kurumundan/Kurumlarından Burs Alıyor mu?	Seçiniz..	Başka Kamu Kurumundan/Kurumlarından Alınan Burs Miktarı:	
Bu proje kapsamında talep edilen aylık burs miktarı		Burs Miktarı Üst Sınırları	
Dosya	Choose Files No file chosen Dosya Yükle Önemli Notlar: - Eklenmesi Gerekli Dosyalar: 1- Güncel Öğrenci Belgesi 2- Burslu Öğrenci Bilgi Formu 3- Müstahaklık Belgesi/SGK Dökümü - Bursiyer Formu Taslağı:  - Information Form for Scholars:  - Geçerli Dosya Türleri: [doc, pdf, txt, docx]		
Projeye Ekle Kapat			

Figure 10 BİDEB-PTS postgraduate scholar addition request screen.

Here, the student must first be registered with the ARBİS system. When this registration is made, scholar's information is automatically entered into the system with the Find Person (*Kişiyi Bul*) option. Subsequently, information on the scholar's employment status should be added by the researcher. In addition, if any, the scholarships received from other institutions and other scholarships within the scope of TÜBİTAK should be specified. Finally, the following three documents should be added to the file section given in the lowest line.

 **Scholar Information and Commitment Form:** In the web addresses of 2232 A and 2232 B programs, the relevant form is available in the monitoring – monitoring forms option on the right tabs. In addition, this form can be accessed from the Scholarship Form Draft (*Bursiyer Formu Taslağı*) section in the BİDEB-PTS system. The relevant form should be downloaded and completed and the form signed both by the

supported researcher and also candidate scholar should be scanned and loaded to the system. In addition, the wet signed version of this form should be sent to TÜBİTAK by mail / courier, together with its annexes.

✚ **Student Certificate:** The student certificate must be up-to-date and include the student's term information (such as the course period / thesis period). Scholarship candidates can easily obtain their student certificate from the e-government application. (<https://www.turkiye.gov.tr/>)

✚ **Eligibility Certificate / SGK Document:** According to the call text, people who work in a different job or have a commercial income can receive partial scholarships in 2232 A and 2232 B projects. In order to control this condition, transcripts of the insurance record are requested from the scholarship holder. Although the most well-known of these documents is the **Eligibility Certificate (Müstehaklık Belgesi)**; **SGK Service Document (SGK Hizmet Dökümü)** and **Social Security Registration Document (SGK Güvenlik Kayıt Belgesi)** are also documents providing information for the same purpose. One of these three documents must be provided and uploaded to the system while applying for a scholarship student. All these documents can be easily obtained from the e-government application. (<https://www.turkiye.gov.tr/>) A situation that is frequently encountered in scholarship requests is that the SGK records of the persons are not up-to-date. There have been many instances where a person who left the job was still seen as an employee in the Social Security Institution (SGK) registry because some workplaces were late in updating the registration. In such cases, the former workplace should be contacted by the scholarship candidate and the record should be updated. If the registration is still not reflected in the documents obtained from the e-government after the registration is updated, then scholarship applicant should go to the nearest Social Security Institution office and request a document proving that he / she is not working.

If the candidate is a postdoctoral scholar, the **Add Postdoctoral Scholar (Doktora Sonrası Bursiyer Ekle)** option, which is in the 3rd place in the project team (**Proje Çalışanları**) tab of the BİDEB-PTS system. Apart from the explanations above, the only change that needs to be made in this field is to upload the graduation certificate instead of the student certificate. If the graduation took place in a university in Türkiye, the graduation certificate can be easily obtained from the e-government application (<https://www.turkiye.gov.tr/>). If the doctoral graduation took place abroad, we can transmit the Higher Education Institution equivalency

certificate, if any. This document can also be obtained from the e-government application (<https://www.turkiye.gov.tr>). If there is no equivalence, a notary public certification must be obtained for the diploma of the university abroad. This certified copy should be added to the application.

If a quota change request is required for the scholarship request, click the **Add Scholar Quota Change Request** (*Bursiyer Kontenjan Değişikliği Talebi*) option on the top right of this screen. This request is not intended to increase the quota of 2 master students or 1 post-doctoral researcher allowed. Since the system default creates the quota according to the doctoral student, if a quota change is required to add a different type of scholarship, a request must be created in this field. The system already gives the necessary warning. With this request the following screen will open. The quota assigned to the project will be displayed in the Current Quota section. Researchers are required to enter the new quotas they have requested in the Upper Quota Limit(Subsequent to the Request) section. Explanation and additional documents can be added to the fields on the bottom line. Thereafter, the request should be recorded and Group's response regarding the request should be waited. If the group finds the request appropriate, the process of adding scholar students should be continued.

	Kontenjan Üst Limiti (Mevcut)	Kontenjan Üst Limiti (Talep Sonrası)
Doktora	5	3
Doktora Sonrası		1
Yüksek Lisans		1

Açıklama:

Bursiyer kontenjan değişikliğine yönelik gerekçelerinizi aşağıdaki bölüme giriniz.

Dosya: Gerekliyse, talebinize ilişkin ek belgelerinizi aşağıdaki bölüme yükleyebilirsiniz.

No file chosen

Not : Bursiyer kontenjan değişikliği talebiniz grup tarafından kabul edilirse, yalnızca ilgili kontenjanlar güncellenmiş olacaktır.
Projenin bütçesinde herhangi bir değişiklik yapılmayacaktır!

Figure 11 BİDEB-PTS scholar quota change request screen

After the scholarship request is made, system forwards it to the program coordinator. The program coordinator will review the request and request an update by returning the request,

if there is anything that needs updating in the application. If the scholarship candidate meets all the conditions and the statements in the application are correct, the scholarship candidate is submitted for approval by the program coordinator.

If the person requested to be added is not a scholar but a researcher, the **Add Researcher**(*Araştırmacı Ekle*) option, which is in the 2nd place in the project team (*Proje Çalışanları*) tab of the BİDEB-PTS system, should be used. Clicking this option to open the screen below. Here, the researcher must also have an ARBİS record, just like the scholarship holder. If there is an ARBİS record, researcher's details will automatically appear on the screen below.

PROJEYE ARAŞTIRMACI/UZMAN EKLEME TALEBİ	
Proje No	118C
Görevi	Araştırmacı/Uzman
TC Kimlik/Pasaport No	<button>Kişiyi Bul</button>
Ad Soyad	
ARBİS İşyeri	
Kurumu	
Uyruk	Seçiniz...
İdari Görev	Seçiniz...
Unvan	
Telefon / GSM	
E-Posta	
Atanma Tarihi	
Açıklama	
Yerine Geldiği Kişi	Seçiniz...
PTİ Durum	Seçiniz...
Dosya	Choose File No file chosen <button>Dosya Yükle</button> Önemli Notlar: - Eklenecek Dosyalar: 1- Eklenecek Araştırmacının Özgeçmişi 2- Ayrılan Araştırmacının Ayrılmayı Kabul Ettiğini Belirten Dilekçesi 3- Araştırmacı Bilgi Formu - Araştırmacı Bilgi Formu Taslağı: - Information Form for Researchers: - Geçerli Dosya Türleri: [doc, pdf, txt, docx]
<button>Projeye Ekle</button> <button>Kapat</button>	

Figure 12 BİDEB-PTS researcher addition request screen.

When adding a researcher, the Researcher Information and Commitment Form should be

filled in the tracking - monitoring forms option on the right tab of the web addresses of the 2232 A and 2232 B programs and in the BİDEB-PTS system, and the signed version should be uploaded to the system. In addition, researcher's resume should be uploaded to the system. There is no specific format for a resume. If the person added as a researcher is not an academician, the document regarding his/her final graduation may be requested by TÜBİTAK.

After the researcher request, TÜBİTAK checks whether the person fulfills the conditions and whether his/her Project Incentive Bonus (PTİ) quota is full. As a result of the controls, the request is returned or submitted for approval by the program coordinator. Researchers can take part in the project from the date of notification to BİDEB by the coordinator in accordance with call text. It is not possible to request that a researcher be added to the project retrospectively.

International grant holders can use the English version of these forms. The forms must be sent to TÜBİTAK 1 week before the scholar or researcher wishes to be included in the project.

5.2. Acceptance procedure of scholar and researcher

When the requests for adding scholars and researchers to the project are completed, they are examined by the BİDEB personnel in charge of the project. As a result of the examination, if there is a situation contrary to the conditions of the program or if there is a missing or incorrect situation in the documents, the request is returned. In this case, the deficiencies should be corrected and the request must be made again. If the request complies with the rules and all documents are correct, the request will be submitted for approval by program expert. If the request is approved, the letter of acceptance is sent to the project coordinator via the system. In the acceptance letter, the date of the person's involvement in the project and the amount of scholarship / PTİ to be received are notified to the executive. In addition, information about post-admission procedures is provided in the acceptance letter. Post-doctoral researchers are registered in the system to receive scholarships as of the earliest acceptance date. For this reason, it is important that the request for the addition of postdoctoral researchers be made as early as possible and added to the system before the start date.

5.3. Post- admission procedures

If the request for adding a scholar is answered by sending an acceptance letter, the student is considered as a scholar by TÜBİTAK from the date specified in the acceptance letter. However, in order to enable the student to receive payment, health insurance under the SGK must be initiated by the university. For this reason, after the acceptance letter is received, the letter should be forwarded to the host institution's project office and the student's SGK procedures should be guaranteed. Since the student may receive payment after the date of the SSI transaction, it is essential that this process be done immediately. In addition, the most important reason for requesting the scholarship student requests 1 week before the date the person will be added to the project is to prevent the possible delay in the SGK registration and thus in payment of the student's scholarship. After the SGK registration, the student officially obtains the scholarship status in the project. TUBITAK does not cover the missing payment for that month due to the registration process and/or insurance process.

The maximum duration of the scholarship to be given to scholarship holders within the scope of the program is until the end of the project period. However, from the date of registration to the doctorate, if the education period exceeds 12 semesters for post-master doctorate education and 14 semesters for post-graduate doctorate education, scholarship cannot be paid. For this reason, while making scholarship payments, it shall be checked whether the student exceeds the maximum period, and scholarship payments shall not be made to students who exceed the maximum period.

If doctorate or master scholars students who will take part in the project team are not yet graduated by the end of the project period, their scholarship, provided that their active studentship continues, can be paid within the scope of 2210 / 2211 A National MSc/MA/PhD Scholarship Programme and within the framework of 2232 Programme scholarship limits as their total scholarship period in both programmes shall not exceed 24 months for master education and 48 months for doctoral education. In this situation, the scholarships of those who do not graduate within the maximum period of time or who leave the doctoral program are abolished. Scholars' scientific preparatory period may not be included in scholarship period. The student who is added to the project in the last 6 months cannot be accepted within the scope of the scholarship program mentioned above.

It is obligatory to immediately notify TÜBİTAK by the coordinator in cases such as the student's status as a student ends, changing the program / department / university, suspending her/his education, starting to work in another job, starting to receive scholarships from other institutions. If the student is changing the program or university, no scholarship payment can be made for the period he lost his student status. In similar cases where the

student status is temporarily lost, the scholarship payment shall be suspended within the relevant period.

5.4. Removal requestfor scholar and researcher

If a request is made for a scholar or researcher in the project to be removed, In the BIDEB-PTS system, the project number must be clicked on from the project coordinator's home page and the **Project teams**(*Proje Çalışanları*) section must be accessed. In this section indicated in the screenshot below, a removal request should be made for the personnel by clicking the red "X" in the farright column.

Clicking the "X" sign opens the following screen. On this screen, the date the person is asked to leave the project and the reason for leaving should be specified. Since our institution has the authority to add and remove personnel to the project, the date on which the person is requested to leave should not be in the past. While determining the date of remove the students from the project, the duration of the student's in the project and the amount of scholarship he/she deserves should be taken into consideration. It is expected that a request should be made 1 week in advance of the departure process, as in the initiation process. If the person leaves the project voluntarily, a petition received from the person is requested to be attached to the request. As with the addition of personnel, request for personnel removal is examined by the Group and the decision is notified to the researcher by the BIDEB-PTS system in an official letter.

ÇALIŞANI PROJEDEN AYIRMA TALEBİ	
Proje No	1180
Görevi	Araştırmacı/Uzman
TC No	
Adı	
Soyadı	
Kurumu	ABD.
Ünvanı	Prof. Dr.
Telefon	
GSM	
E-Posta	@gmail.com
Atanma Tarihi	01/11/2019
Ayrılma Tarihi	
Ayrılış Nedeni	(En fazla 200 karakter)
Dosya	Choose File No file chosen Dosya Yükle Geçerli Dosya Türleri: [doc, pdf, txt, docx]
Projeden Ayırma Talebinde Bulun Kapat	

Figure 13 BİDEB-PTS personnel dismissal request screen

6. PROGRESS REPORTS

Progress reports are the most important tool for TÜBİTAK to monitor the use of support for its intended purpose. As stated in the call text, the researcher receiving grant is required to report all scientific, technical, administrative and financial developments within the scope of the detailed work schedule and project proposal proposed to TÜBİTAK during the application on the dates specified in the contract (every 6 months). This report is called the progress report. The progress report should be submitted in the format requested by TÜBİTAK on the dates specified in the contract. Otherwise, the awarded researcher is deemed to have neglected his/her obligation and accordingly scholarship payments are stopped. This section of the guidebook will provide information on progress report procedures.

6.1. Sending progress report

Progress report refers to two separate reports as scientific and financial part. These two reports should be sent to TÜBİTAK via the BİDEB Project Tracking System (PTS). If progress reports are sent by means of mail, cargo or e-mail, the report is not accepted. It is necessary to switch to the **Reports(Raporlar)** section on the far right of the main page of the **Project Coordinator(Proje Yürütücüsü)** module of the BİDEB-PTS System by clicking the folder/file sign.

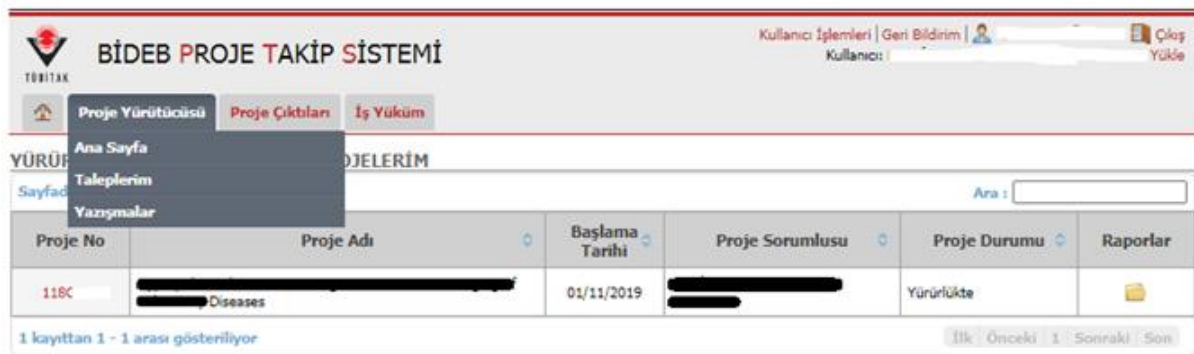


Figure 14 Reports field on the BİDEB-PTS project coordinator screen

When we advance to the Reports(**Raporlar**) section, the following screen will pop up. At the top of this section there is the draft for Progress Report. This draft is also available on the web addresses of the 2232-A and 2232-B programs in the monitoring - monitoring forms section on the right tab. The draft scientific part of the progress reports should be downloaded from these addresses and the report should be written in accordance with the draft. Detailed

information should be provided about all the headings specified in the draft, so as not to hinder the evaluation. If no progress has been made within the framework of the research plan/project on the topics specified in the draft, the reasons should be stated. While preparing the report, an official and scientific language should be preferred. Individual statements should not be written. Experiment results, pictures and analyzes for the studies, if any, should be presented in the appendix of the report. Prepared report should be loaded by clicking the **Prepare Scientific Part**(*Bilimsel Kısmı Hazırla*)option from the reports screen, whose screenshot is presented below. Report dates can also be followed from this screen.

Rapor / Dosyalar	Tarihler	Rapor Hazırla
1. Gelişme Raporu Transfer Aşamasında	Beklenen: 01/10/2020 Gönderiliş: 30/09/2020	Rapor Kapak Dosyası
2. Gelişme Raporu Hazırlık Aşamasında	Beklenen: 01/04/2021 Gönderiliş:	BİLİMSEL KISMI HAZIRLA MALİ KISMI HAZIRLA RAPORU GRUBA GÖNDER
3. Gelişme Raporu Başlangıç Aşamasında	Beklenen: 01/10/2021 Gönderiliş:	
4. Gelişme Raporu Başlangıç Aşamasında	Beklenen: 01/04/2022 Gönderiliş:	
5. Gelişme Raporu Başlangıç Aşamasında	Beklenen: 01/10/2022 Gönderiliş:	
Sonuç Raporu Başlangıç Aşamasında	Beklenen: 01/04/2023 Gönderiliş:	

Figure 15 BİDEB-PTS reports screen

On this screen, in the Prepare Report column of the project's upcoming reporting periods, Prepare the Scientific Report(*Bilimsel Kısmı Hazırla*) , Prepare the Financial Part(*Mali Kısmı Hazırla*) and Send the Report to the Group(*Raporu Gruba Gönder*) options appear. 2ndreport of the project in the screenshot above should be sent. The scientific part of the progress report prepared in accordance with the draft should be uploaded by clicking the **Prepare Scientific Part**(*Bilimsel Kısmı Hazırla*)option. Clicking this option will open the screen below. On the page opened here, the file is expected to be uploaded, preferably in PDF format. If the picture, video, compressed file of the report is to be uploaded, it can be uploaded from the **Multimedia Files**(*Çoklu Ortam Dosyaları*)area. In addition, if an application for an intellectual product such as a patent has been made during the reporting period, the download must be made from the **Intellectual Product Notification Form**(*Fikri*

Ürün Bildirim Formu)field.

BİDEB PROJE TAKİP SİSTEMİ

Kullanıcı İşlemleri | Giriş | Çıkış

Proje Yürütücüsü | Proje Çıktıları | İş Yükü

Bilimsel Kısım - 118C Numaralı Projenin 2. Gelişme Raporu - Hazırlık Aşamasında

Bilimsel Gelişme Raporu | Çoklu Ortam Dosyaları | Fikri Ürün Bildirim Formu | Rapor Dönemi Çıktıları | Rapor Kapak Dosyası

Dönem İçinde Gerçekleşen Seyahatlar

Kaydedilmiş Dosyalar			
No	Dosya	İndir	Sil
Kayıtlı dosya bulunamadı.			

Choose File No file chosen Dosya Yükle

Geçerli Dosya Türleri : [doc, pdf, docx]

Gelişme raporu için taslak: [icon]

PROJE DETAY SAYFASI

Figure 16 BİDEB-PTS scientific progress report screen

While the scientific part of the progress report is being uploaded, scientific outputs such as articles and papers that appear within the scope of grant must be associated with the report. This process can be performed from the **Report Period Outputs**(*Proje Dönemi Çıktıları*) area. In order to proceed on this screen, firstly, the generated outputs must be added to the researcher's account in ARBIS. If this is not done, the updates should be completed by switching to the **Update ARBIS Broadcast Information**(*ARBİS Yayın Bilgilerini Güncelle*) module on the screen below. If the Updates in ARBIS have been made, the **Add Project Output**(*Proje Çıktısı Ekle*) section should be clicked.

**BİDEB PROJE TAKİP SİSTEMİ**

[Kullanıcı İşlemleri](#) | [Geri Bildirim](#) | [Çıkış](#)
Kullanıcı: [\[Kullanıcı Adı\]](#) [Yükle](#)

[Proje Yürütücüsü](#) [Proje Çıktıları](#) [İş Yüküm](#)

Bilimsel Kısım - 118C Numaralı Projenin 2. Gelişme Raporu - Hazırlık Aşamasında

[Bilimsel Gelişme Raporu](#) [Çoklu Ortam Dosyaları](#) [Fikri Ürün Bildirim Formu](#) [Rapor Dönemi Çıktıları](#) [Rapor Kapak Dosyası](#)
[Dönem İçinde Gerçekleşen Seyahatlar](#)

ÖNEMLİ NOT: Bu kısımda sadece yayınlanmış çıktıların bilgisi girilmez. Dergiye gönderilmiş vb. durumdaki çıktıların raporunuza ek dosya olarak ilk sekmeden yükleyebilirsiniz.

Proje Numarası: 118C

Proje Çıktısı Ekle

ARBİS Yayın Bilgilerini Güncelle

KAYDEDİLMİŞ PROJE ÇIKTILARI

Filtre: Proje Numarası Çıktı Alt Türü Çıktı Adı

Sayfada 25 kayıt göster Ara :

Çıktı Türü	Çıktı Alt Türü	Çıktı Adı	ARBİS Kaydı	Durumu	Detay	Düzenle	Sil	Değerlendirmeye Gönder
Veri bulunmamaktadır								

0 kayıttan 0 - 0 arası gösteriliyor İlk Önceki Sonraki Son

PROJE DETAY SAYFASI

Figure 17 BİDEB-PTS project outputshome page

When the add project output field is clicked, the information about the output should be entered and saved on the screen below. As in the report, the project outputs are also subject to TÜBİTAK's assessment.

PROJE ÇIKTISI EKLEME / DÜZENLEME

Proje No	1180000	Rapor Dönemi	Seçiniz...
Proje Çıktısı	Proje çıktıların proje personelinin ARBİS'e girmiş olduğu çıktı bilgileri arasından seçilebilir. Seç		
Çıktı Türü / Alt Türü			
Çıktının İlgili Olduğu İş Paketi/Paketleri			
Proje İle İlişkisi / Açıklama	Çıktının proje ile ilişkisini detaylı bir şekilde belirtiniz.		
TÜBİTAK Desteği Belirtilmi mi?	Seçiniz...	TÜBİTAK desteği belirtilmediyse açıklamasının girilmesi zorunludur.	
Proje Ekibinden Çıktıya Katkı Sağlayan Kişiler			
Seçiniz...		EKLE >	Eklenmiş proje personeli bulunmamaktadır !
Çıktıya Katkı Sağlayan Diğer Kişiler			
Ad		EKLE >	Eklenmiş diğer personel bulunmamaktadır !
Soyad			
Kuruluş			
Açıklama			
Çıktı ile ilişkili dosyalar			
Yüklenmesi Zorunlu Olan Dosya Türleri: Not: Yüklenecek her bir dosyanın boyutu en fazla 20 MB olabilir.			
-- Dosya Türü Seçiniz --		Choose File No file chosen	Dosya Yükle
Geçerli Dosya Türleri : .pdf			
Kaydedilmiş Dosyalar			
No	Dosya	Dosya Türü	İndir Sil
Kayıtlı dosya bulunamadı.			
KAYDET		KAPAT	

Figure 18 BİDEB-PTS project output adding / editing screen

When uploading the scientific part of the report, the trips for the report period should be recorded in the system under the **Travels During the Period**(*Dönem İçinde Gerçekleşen Seyahatler*)section.

When the requested information about project's scientific report is entered into the system, click the Project Detail Page statement at the bottom and return to the home page containing the report information. The second step to complete progress report upload is the creation of the financial report.**Prepare Financial Section Option**(*Mali Kısım Hazırla*)should be clicked for this purpose.The following screen will pop up when clicked to this section.


BİDEB PROJE TAKİP SİSTEMİ

Kullanıcı İşlemleri | Geri Bildirim |  Kullanıcı  Çıkış
 Kullanıcı: Kullanıcı  Yükle

Proje Yürütücüsü
Proje Çıktıları
İş Yükü

Mali Kısım - 118C Numaralı Projenin 2. Gelişme Raporu - Hazırlık Aşamasında

Mali Gelişme Raporu (MGR)
Yeminli Mali Müşavir Raporu (YMMR)
Ek Dosyalar

Önemli Notlar:

1- Bu kısımda varsa önceki raporun YMMR tarihi yoksa önceki raporun gönderim tarihi ile varsa şimdiki raporun YMMR tarihi arasındaki fişler listelenir.
 2- 30/09/2020 tarihinden itibaren kesilmiş olan fişler ve varsa onlara kesilmiş ters fişler aşağıda listelenmiştir.
 3- Bütçe kalemleri öncelikli olarak 2020 / 2 döneminden gelmektedir.
 4- Seçim yapılması gereken kalemlerde kişi ya da malzeme seçimi yapıp tutar girilerek "Seçilen Kalemleri Ekle" düğmesine basılmalıdır. "Değişiklikleri Kaydet" tuşuna basarak seçimler ve açıklamalar kaydedilmelidir.

* 01.1.6.01 kalem numaralı fişlerde PTİ alan onaylı kişiler listesinden PTİ ödemesi yapılan kişi seçilip sağ tarafa eklenmelidir.
 *** 05.4.1.01 ve 05.4.1.03 kalem numaralı fişlerde onaylı bursiyer listesinden burs ödemesi yapılan kişi seçilip sağ tarafa eklenmelidir.
 **** 03.3.1.01 ve 03.3.3.01 kalem numaralı fişlerde seçilen kalemlere tutar ve açıklama girilmeli ve sağ tarafa eklenmelidir. Seçilen kalemlere girilen tutarların toplamı fiş tutarına eşit olmalıdır.
 ***** Diğer fişlerde seçilen kalemlere tutar girilmeli ve sağ tarafa eklenmelidir. Seçilen kalemlere girilen tutarların toplamı fiş tutarına eşit olmalıdır.

Değişiklikleri Kaydet

Bütçe Kalemi	Harcama (TL)	Fiş Tarihi Fiş No	Fiş Açıklaması	Açıklama									
03.2.6.01 Laboratuvar Malzemesi ile Kimyevi ve Teminlik Malzeme Alımları	184.906 TL	07/04/2021 No: 24-1	Fiş Açıklaması: GLOVE BOX ALIMI İNFOTEK Fiş Detay Açıklaması: GLOVE BOX ALIMI İNFOTEK										
	2020 / 2 dönemine kayıtlı 03.2.6.01 kodlu bütçe yoktur. Diğer Dönemlerdeki Bütçe Kalemlerini Gizle / Göster <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="3">DİĞER DÖNEMLERDEKİ BÜTÇE KALEMLERİ</th> </tr> <tr style="background-color: #e0e0e0;"> <th>Seç</th> <th>Malzeme / Bütçe</th> <th>Tutar(TL)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">☐</td> <td>LABORATORY EQUIPMENT PURCHASES - Dönem Bütçesi: 177.000 TL (2020 / 1 Dönem)</td> <td style="border: 1px solid #ccc; width: 100px;"></td> </tr> </tbody> </table>			DİĞER DÖNEMLERDEKİ BÜTÇE KALEMLERİ			Seç	Malzeme / Bütçe	Tutar(TL)	☐	LABORATORY EQUIPMENT PURCHASES - Dönem Bütçesi: 177.000 TL (2020 / 1 Dönem)		
	DİĞER DÖNEMLERDEKİ BÜTÇE KALEMLERİ												
Seç	Malzeme / Bütçe	Tutar(TL)											
☐	LABORATORY EQUIPMENT PURCHASES - Dönem Bütçesi: 177.000 TL (2020 / 1 Dönem)												
Seçilen Kalemleri Ekle Açıklamayı Temizle													

Figure 19 BİDEB-PTS financial report screen

On this screen, all expenditures made during the reporting period and recorded in the Transfer Tracking System (TTS) by the relevant unit of the host institution are automatically displayed by the system. If it is noticed that the listed expenses are missing, the relevant unit of the host institution should be contacted before the report is sent and the TTS registration of the missing expenses should be completed. In this part, researchers should relate expenditures with the budget item to which they are related. After selecting the budget item, the amount should be entered and the **Add Selected Items(Seçilen Kalemleri Ekle)** field should be clicked. In addition, expenditure information should be presented in the explanation(**Açıklama**)section. If the expenditure is a scholarship payment, the person to whom the payment is made must be selected and the matching must be made. Changes should be recorded when all expenditures are matched with budget items and comments are added.

In case the host institution operates in the private sector or is a foundation university, a Certified Public Accountant report should be sent along with the financial report. In order to prepare this report, relevant unit of the host institution should be contacted and the report provided should be uploaded to the system from the **Sworn Financial Advisor Report(Yeminli Mali Müşavir Raporu)**section on the screen above. If desired, additional

breakdowns of expenditures can be uploaded from the **Supplementary Files**(*Ek Dosyalar*)section and included in the report.

When the entry of the scientific and financial report into the system is completed, you should return to the **Reports**(*Raporlar*) page by using the **Project Detail Page**(*Proje Detayları*)option. The report should be forwarded to the group by clicking on the **Send Report to Group**(*Raporu Gruba Gönder*)option on the far right of this page. If this is not done, the report will be saved in the system, but the Group will not be able to access the report. For this reason, the **Send Report to Group**(*Raporu Gruba Gönder*)option must be clicked until the last day of submission.

6.2. Evaluation of the progress report

Scientific evaluation of the progress reports is made by the consultant/observer assigned to the project. This person is appointed from among the scientists who are experts in their fields, upon the recommendation of the BİDEB Advisory Board and the approval of the Group. It is responsible for checking whether the scientific report sent to the Monitoring Group is compatible with the research plan and project proposal submitted in the application. The evaluator's opinion on the report is reviewed by the Group Executive Committee and the approval or rejection of the report is decided on. The observer's opinion on the reports accepted upon the request of the audience is also presented to the researcher for information purposes. In the event of report rejection, the revised report must be sent to the Group by the supported researcher within grant award will be given within the framework of the audience's comments. Once again, the evaluation process is initiated for the revised report. In case the revised report is also rejected, the decision regarding the grant is made by the Group Executive Committee. In this case, it may be possible to change the audience, stop the project, suspend the grant or cancel it.

The financial report is reviewed by the BİDEB Financial Control and Contracts Division Department (MADES). The relevant directorate checks whether the expenditures comply with the legislation and the approved budget. If an expenditure outside the legislation or the approved budget is detected, the report is returned to the researcher supported by the relevant directorate and its revision is requested. In such a case, in line with the statement made by MADES, the coordinator should contact the unit of the host institution carrying out the project grant and the records in the Transfer Tracking System (TTS) should be updated and the revised report should be sent via the BİDEB-PTS system.

After the evaluation of the scientific and financial report, acceptance / rejection letters are sent to the supported researcher via the BİDEB-PTS system. When the letters are sent, a notification is transmitted to the supported researcher's e-mail address registered in ARBİS. The relevant letter can be accessed by clicking the link in the notification. In addition, the relevant correspondence can be accessed by clicking on the field named **Correspondence (Yazışmalar)** in the **General Information (Genel Bilgiler)** section of the project coordinator home page in the BİDEB-PTS system. If there is a registered researcher in the project, a letter containing the information of the people who will receive the Project Incentive Bonus (PTİ) and the amounts to be paid to these people is submitted in the attachment of the acceptance letters. This letter should be sent by the sponsored researcher to the unit of the host institution dealing with project grant. The researcher must be in the project for at least 6 months in order to receive PTİ. After this process, Project Incentive Bonus payments should be made by the host institution to the researchers in the amounts specified in the letter. PTİ payments made within the periods are made in line with the percentages specified in the call. The remaining percentages are transferred after the final report acceptance. In addition, the allowances for the next period of the projects whose progress reports are accepted are transferred by BİDEB MADES in line with the cash means of the Institution.

7. REQUESTS ON GRANT

Researchers supported by the 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers Programs may need to reschedule many issues related to grant during the grant process. In these cases, the process begins with the researcher's formal submission of his request. The researcher makes a request from the BİDEB-PTS system and inform his / her situation to the Group. Subsequently, the request will be first reviewed by the program coordinator and if it is against the legislation, it will be returned to the researcher by stating the reason. In some cases, requests can also be returned to request an update for reasons such as more detailed communication of the request or requesting supporting documents. In such cases, the request should be repeated after the requested revisions are made. If researchers want to make a request from the BİDEB-PTS system, the **My Requests**(*Taleplerim*)tab should be selected from the project coordinator module at the top of the home page. The screenshot of this tab is given below. Here, the number of fields indicated in the screenshot should be filled and supporting documents, if any, should be submitted. If the field related to the request is not included in the request subject tab, the “**Other**”(*Diğer*)ption should be used.

BİDEB PROJE TAKİP SİSTEMİ

Kullanıcı İşlemleri | Geri Bildirim | Çıkış
Kullanıcı:

Taleplerim

Ana Sayfa
Taleplerim
Yazışmalar
İş Talepleri

Taleplerim

Sayfada 10 kayıt göster

Ara :

Proje No	Talep Konusu	Talep Tarihi	Talep Durumu	Çıktı Al	Detay	İptal
Veri bulunmamaktadır						

0 kayıttan 0 - 0 arası gösteriliyor

İlk Önceki Sonraki Son

YENİ TALEP EKLE

Proje No

Bilgi Notu

Talep Konusu Personel ekleme taleplerinizi projenizin "Proje Çalışanları" sayfasından yapabilirsiniz.

Talep

(En fazla 4000 karakter)

Dosya No file chosen

Önemli Notlar:
Lütfen talebinizi açıklama şeklinde yazınız ve göndermeden önce **Talebi Özetle** düğmesini kullanarak kontrol ediniz.
Geçerli Dosya Türleri: [doc, pdf, txt, docx]
Talebinizle ilgili dosyaları yüklemek için **Dosya Yükle** butonunu kullanınız.
Talebinizi tamamlamak için **Talebi Gönder** butonunu kullanınız.
İşleminizi tamamladıktan sonra sistem tarafından oluşturulacak olan talep dosyasının çıktısını alarak imzalamanız ve Gruba posta ile iletmeniz gerekmektedir.

Figure 20 BİDEB-PTS request screen

Information about types of requests will be given in the following sections of the guidebook.

7.1. Requests intended for the budget

Majority of the requests made to our group consist of requests regarding the grant budget. Although detailed plans have been made during the application process, there may be problems in the budget plans during the grant process. Therefore, researchers are allowed to request changes in the budget. These requests are discussed and resolved at the Group Executive Committee. If the Committee wishes so, it can apply for the attendant's opinion on the request. The following requests can be made regarding the budget.

- ✚ Transfer Requests Between Periods
- ✚ Transfer Requests Between Phases (budget items)
- ✚ Machine Change Requests
- ✚ Supplementary Budget Requests
- ✚ Additional Scholar Requests

Interperiodic Transfer Requests are made for the research grant. As it is well known, this grant item is budgeted by dividing it into six-month periods according to the project duration, and in case of acceptance of the progress reports it is transferred to the next period. In some instances, researchers may need the goods and services they plan to buy in the future, as they finish their work packages earlier. (For example, starting to use a machine in 3rd period which is intended to be purchased in the 4th period). In such cases, a request should be made to the Group a few months in advance and the relevant period's expenditure should be taken to the previous periods. Such requests are subject to the resolution of the Group Executive Committee. For grant items other than the research project budget (project team scholarship expenses, etc.) no request can be made for interperiodic transfer.

Similarly, Transfer Requests Between Phases are made for the sections within the research grant. For example, if the allowance allocated for the purchase of a machine specified in this grant item is insufficient due to the increase in the exchange rate; this increase may need to be compensated by the decrease in other items (travel, machinery, service, etc.) included in the research project grant. In this case, it is important to clearly report the relevant items and the amount to be transferred while making the request. In addition, the need for transfer must be clearly justified (*For example: Transferring XXX TL from XXX-coded Service Procurement item to the purchase of the relevant machine since*

the allowance allocated for the X device in the XXX-coded machine item is insufficient due to the X % increase in the exchange rate). If there is a machine(s) whose purchase is abandoned, it should be stated in the reason why it is no longer needed and/or alternatives such as service procurement will be applied for its use.

Transfer requests between phases are also subject to the approval of the Group Executive Committee. In addition, if deemed necessary, the opinion of the observers may be requested by the Committee. The most common mistake when making phase transfer requests is the request for phase transfer among the grant items. According to the legislation, it is not possible to transfer phases between different grant items. For example, transfers cannot be made from the initial grant to the research grant or to the scholarship support item for the research team. This issue should be taken into consideration while creating the demands. In case of such a request, the request is returned directly to the researcher by the program coordinator and is not submitted to the Group Executive Committee. Similarly, since all other grant mechanisms other than the research grant budget are lump-sum budgets (budgets transferred to a single item), phase transfer requests can only be made for items under the research grant.

Machine Change Requests are also frequently encountered requests regarding the budget. In some cases, developing beyond the planned (eg., supply problems, customs problems, etc.), it may be difficult to obtain the machines approved in the budget. In these cases, if the same machine or a different brand or model with better features will be purchased, the supply can be made without exceeding the approved budget without the need for a request to the Group. However, if the quality and quantity of the machine is clearly different from the approved one, a justified request for the replacement of the machine must be made first. Purchases can be made upon approval of Group Executive Committee.

If the budget approved in 2232 A and B programs is insufficient for the realization of the research plan and the project, an **Additional Budget Request** can be made. Additional budget requests can be made up to the upper limit of the grant. For example, a researcher who receiving 650.000 TL grant for the research project budget may request an additional budget of 70.000 TL up to 720.000 TL which is the upper limit of this grant item. Justification should be provided in supplementary budget requests, as in all other requests. Which work packages are affected by the lack of budget, what are the effects of these work packages on the outcome of the project, what kind of alternatives are available if the additional budget is not approved, is there a need for revision in the work packages if the additional budget is not

approved and if yes details... Etc. circumstances must be specified in the request. Supplementary budget requests are accepted upon the affirmative opinion of the Group Executive Committee and the approval of the Presidency. **Additional Scholar** requests are also a kind of additional budget request. Grant is provided for a maximum of 5 scholars in 2232 A and B programs. If grant is given to a smaller number of scholars, researchers can request an increase up to 5 scholars with a justified request. As with the additional budget request, the additional scholarship request should be explained in detail in which work packages the new scholars will be assigned. Similarly, the positive opinion of the Group Executive Committee and the approval of the Presidency are required for this request.

7.2. Request for additional period

Additional time requests for grant can be requested in two ways. The first is the additional time requests for the submission of the progress and final report. Due to force majeure, additional time may be requested for the submission of the relevant reports outside the period specified in the contract. In this case, the request for additional time is decided by the Group Executive Committee. If necessary, the observer can be consulted. Other additional time requests are additional time requests for grant time. It is essential that the coordinator complete his research within the approved grant period. However, in case of force majeure, the project period may be extended up to 36 months, which is the upper limit of grant. With the reasonable request of the coordinator in this regard, it should be explained in detail which work packages the additional time will be used for, and why these work packages cannot be completed in the project duration, personnel involved in these work packages. In these requests, the grant period can be increased up to the upper limit with the affirmative opinion of the Group Executive Committee and the approval of the Presidency. In case that additional time is requested beyond this period, a decision is taken by the TÜBİTAK Board of Directors if the appropriate opinion of the Presidency is taken. When making additional time requests, it should be stated whether the continuation of the scholarship for the researcher is requested during the additional time. In addition, additional time requests are expected to be made in the last 6 months of the project.

7.3. Requests for host institution change

Requests to change the host institution are received after and before grant are initiated. However, the host institution changes after the start of grant create a more intense bureaucracy. The researcher who wishes to request a change in institution is required to submit a petition containing the scientific and technical reasons that caused the transition.

Two additional official letters are requested in the annex of this petition. The first letter is the contract acceptance and commitment form signed by the senior official of the institution to which the transfer is desired. The second letter is the official statement signed by the senior official of the current institution including the institution's views on the transition request. If no notification has been received from the current host institution, the request can still be made. In this case, an official letter will be forwarded to the current host institution by TÜBİTAK to express its opinion. Since this will prolong the process a little longer, it is more ideal for the researcher to get a letter from the current institution. After the request is made, it is discussed in TÜBİTAK's Group Executive Committee. Institution change is decided by the resolution of the Committee and Presidency's approval. Although the current and candidate host institutions both express a positive opinion about the transition decision, justifications may be rejected by TÜBİTAK. In this case, the transition is rejected. Therefore, it is not accurate to think that all transition requests will be approved. Scientifically and technically reasonable justifications are expected to occur or even if there are personal reasons, it is expected to arise from force majeure.

If the transition request is affirmative, additional documents, if any, requested by the Group or the Financial Control and Contracts Division (MADES) should be supplied immediately. Subsequently, the process is carried out in the light of the notifications made by MADES in order to close the project account in the former host institution and to return the balance to TÜBİTAK. Similarly, an account must be opened for the project in the new host institution and the account details must be notified to TÜBİTAK immediately. The most problematic issue in host institution changes is the delays in account closing and opening processes. In this case, it may cause research to delay. For this reason, researchers are recommended to follow the process closely. Another problem experienced during the institution change is the issue of ownership of the movable materials purchased. The goods, materials, devices, machinery, etc. purchased before the change of institution belong to the former host institution. However, it is possible to move it to the new host institution and use it there during the project. When the project is finalized, movable materials must be sent to the former host institution.

7.4. Requests for family living expenses allowance

In case the marital status of the researcher supported by the 2232 A and 2232 B programs changes, family living expenses allowance should also be changed. For this reason, researcher should immediately notify the Group in case of a change in his/her marital status.

If a single researcher is married, he/she can request that the relevant scholarship be awarded to him/her. In this case, it is possible to grant scholarship with the Group Executive Committee's affirmative opinion and the approval of the Presidency. If a researcher is divorced and does not have a child, he/she should notify the Group with an e-government birth certificate or another official document with the date of the divorce. In this case, the scholarship is automatically terminated by the Group as of the date of divorce. If the notification is made late by the researcher, the family living expenses allowances paid after the divorce date are requested to be refunded or the relevant amount is deducted from the scholarships of the following months.

8. OTHER PROVISIONS

Researchers supported in 2232 A International Outstanding Researchers and 2232 B International Early Stage Researchers Programs may have liabilities not mentioned in this guidebook but in the grant contracts. For this reason, it should be kept in mind that the guidebook is an aid document for the researcher supported, and the main legal texts identifying the rights and obligations are the grant contract and other relevant legislation specified in the call. However, in this section, brief information about some obligations of researchers will be outlined.

Primarily, if the host institution of the researchers is a university, at least two courses must be organized each year at the host institution. If TÜBİTAK deems necessary, it may request an official letter for the supervision of this obligation.

On the application date, if the host institution is;

- SME-scale firm, 25% of the scholarship specified Call 2.1.a and 2.1.b is covered by the host institution,
- Large-scale company, 40% of the scholarship specified Call 2.1.a and 2.1.b is covered by the host institution,
- Foundation University, 25% of the scholarship specified Call 2.1.a and 2.1.b is covered by the host institution,
- Public Institution or a State University, 100% of all support items specified in Call 2.1. are covered by TÜBİTAK.

Another obligation is related to international travel. Coordinators can stay abroad for up to 3 months each year during the grant period in order to transfer their knowledge abroad to Türkiye more easily. Year concept underlined here refers to the first year of grant, it should not be considered as a calendar year. Researchers are obliged to inform TÜBİTAK about the time they will be abroad before the period specified in the contract. As long as the period abroad does not exceed the upper limit set as three months, the project is not suspended and the scholarship and grant payments paid to the researcher and the project team continues. In cases where the three-month deadlines are exceeded, Group Executive Committee decides whether the scholarship and project grant will continue. In addition, the

grant period's detailed justification spent abroad should be included in the semi-annual progress reports.

Finally, researchers have an obligation to update their contact information such as address, e-mail or phone number in the Researcher Information System (ARBİS) within two weeks at the latest.

Researchers and host institutions are obliged to inform TÜBİTAK about any situation that is contrary to the purpose and scope of the grant or that will affect the project operation. It is considered obligation violation to hide important progresses being beyond the objective of the programs (for example, the researcher not returning to Türkiye, etc.) or that will affect research operation from TÜBİTAK.

9. SUSPENSION, ABOLITION AND CANCELLATION

It may be necessary to stop, to revoke or cancel the grant for force majeure reasons. In these cases, the provisions in the Procedures and Principles for the Execution of Scholarship and Grant Programs of the Scientist Grant Programs Directorate of the Scientific and Technological Research Council of Türkiye are taken into account ([www.tubitak.gov.tr<Mevzuat>](http://www.tubitak.gov.tr/Mevzuat)).

Projects for which progress reports are not sent on the dates specified in the contract without giving an acceptable excuse, projects which, as a result of the investigation, understood not to be carried out in accordance with the foreseen purpose and work schedule, projects whose execution is temporarily impossible due to force majeure, upon the application of the institution / organization and / or the project coordinator or if the relevant group deems it necessary shall be suspended with the resolution of Group Executive Committee. In case of failure, it is stopped by the resolution of the Group Executive Committee. If the reasons for stopping are eliminated as a result of the application of the project coordinator and/or the investigation undertaken by the group, the project is resumed with the resolution of Group Executive Committee and the suspension period may be added to the project duration. No funds of the project can be used at the time of suspension. This includes the scholarship payments of the researcher and the fellows in the project team.

After the suspension, the projects becoming impossible to carry out due to force majeure as a result of the application of the project coordinator and/or the examination made by the group are abolished with the recommendation of the GYK and the resolution of the Presidency. After the suspension, the projects determined to be inoperable as a result of the fault or negligence of the project coordinator, are canceled by the resolution of Board of Directors. If the relevant group deems it necessary, the abolition or cancellation process can be started without suspending the project.

The relevant group evaluates whether the project can be carried out as a result of the replacement of coordinators and/or researchers who are found to act unethically and who have duties in TÜBİTAK supported projects and the impact of the ethical violation on the project. Project cases those cannot be carried out in this way are decided by the Presidency depending on the nature of the sanction and of the ethical violation.

In cases of repeal and annulment, movable assets purchased within the scope of the project

and, depending on their quality, the remaining consumables may be requested to be returned to TÜBİTAK, or it may be requested by the institution's official where the project is carried out, to be received from the project coordinator and given to the service of other researchers conducting similar research. In this case, TÜBİTAK is informed in writing by the institution/organization where the project is carried out, regarding the fulfillment of the request.

If the project is carried out by a private institution excluding foundation universities, the durable movables purchased within the scope of the project and the remaining consumables depending on their nature are returned to TÜBİTAK within one month after the cancellation or cancellation status is notified to the project coordinator and the institution/organization.

Scholarships paid to the project coordinator took part in canceled projects and PTI paid to faulty researchers are withdrawn and no duty or grant is given in any work related to TÜBİTAK for up to 5 years. The duties of these persons in other projects in action and their assignments made by TÜBİTAK, if any, are terminated. However, temporary representation duties, if any, undertaken within the framework of international conventions and duties carried out in international projects can be continued with the Presidency's consent upon the proposal of the relevant units.

Scholarships awarded to researchers supported from 2232-A and 2232-B programs are frozen in case of suspension and if the justifications for suspension disappear within the period specified, it shall resume. If the reasons for the suspension do not disappear within the period determined by TÜBİTAK, repeal or annulment procedures are applied with the recommendation of the Group Executive Committee (GYK) and resolution of the Presidency. Scholarship grant for researcher can be revoked or canceled without stopping, if the relevant group deems it necessary. In scholarship grant, the abolition is carried out in the form of stopping the payment of the scholarship. In case of cancellation of the scholarship, the scholarship grant is collected back together with the legal interest according to the contract provisions. Separate decisions can be made for scholarship grant and project grant. (For example, the resolution to cancel the scholarship, repeal the project).

If it is determined that the host institution is at fault in the cancelled or suspended projects, the amounts related to the institution share payments effected within the project scope are returned to the bank account notified by TÜBİTAK within 30 days following the notification of the resolution to the institution. If it is not returned, it shall be collected with legal interest in

accordance with the general provisions. TÜBİTAK has the authority to set off this receivable from other corporate share payments to the institution.

10. ENDING THE GRANT

It is essential that the studies specified in the research plan and project proposal during the application are finalized within the grant process. Apart from the progress reports prepared regarding the studies, the final report containing all scientific, financial and technical information regarding the grant at the end of it must be sent to TÜBİTAK within the date cited in the contract. Submission method is the same as for progress reports.

The final report, just like the progress reports, was evaluated by expert consultants (audience) assigned by TÜBİTAK and the financial report is controlled by the BİDEB Financial Control and Contracts Division. As a result of the financial and scientific evaluation, the report is accepted or rejected with the resolution of the GYK. The project whose final report is accepted is deemed to have been completed. In the projects whose final report is rejected, the provisions of suspension, repeal and annulment are applied within the scope of the reason for rejection. After the project is finalized, the balance funds in the project account must be returned to TÜBİTAK's accounts.

ANNEX: PETITION EXAMPLES

1. Petition example for travel allowance request

..... / /

TÜBİTAK DIRECTORATE OF SCIENCE FELLOWSHIPS AND GRANT PROGRAMMES

I currently carry out the project no. with the grant I received from 2232 A International Outstanding Researchers / 2232 B International Early Stage Researchers Programme provided by the Directorate.

In accordance with the sums included in the grant programme which were indicated in the budget of the grant agreement, I kindly request the payment of my and my family's flight tickets to Türkiye as attached.

Full Name
Signature

Attachment: E-tickets of the applicant and his/her family

(Attention: Ticket prices must be indicated on the tickets. Booking certificates are not valid.)

2. Petition example for insurance allowance request

..... / /

TÜBİTAK DIRECTORATE OF SCIENCE FELLOWSHIPS AND GRANT PROGRAMMES

I currently carry out the project no. with the grant I received from 2232 A International Outstanding Researchers / 2232 B International Early Stage Researchers Programme provided by the Directorate.

In accordance with the sums included in the grant which were indicated in the budget of the grant agreement, I kindly request the payment of my and my family's health insurances as attached.

Full Name
Signature

Attachment: Health insurance policies of the applicant and his/her family.

(Attention: Insurance prices must be indicated on the policies.)

3. Petition example for the request of change of host institution

..... / /

TÜBİTAK DIRECTORATE OF SCIENCE FELLOWSHIPS AND GRANT PROGRAMMES

As part of the 2232 A International Outstanding Researchers / 2232 B International Early Stage Researchers Programme provided by the Directorate, I have achieved a grant upon the application through University / Research Institution / Company.

(Alternative 1: Before the Contract) I hereby request the change of the host institution as University / Research Institution / Company due to the following reasons and the commencement of my project under such body.

(Alternative 2: After the Contract) As part of the grant, I initiated the project no. on / / at the host institution. Due to the reasons which have arisen during the process and indicated below, I hereby request the change of such institution as University / Research Institution / Company and the transfer of the transportable materials.

Reasons:

-
-
-

Kindly submitted for necessary action.

Full Name
Signature

Attachment 1: A Letter of Opinion by the Current / Indicated Institution

Attachment 2: Letter of Undertaking by the Nominated Institution

(Attention: If an application is made for an already initiated project, the example for the letter of undertaking by nominated institution is below.)

4. Petition example for transfer in budget between periods

..... / /

TÜBİTAK DIRECTORATE OF SCIENCE FELLOWSHIPS AND GRANT PROGRAMMES

I currently carry out the project no. with the grant I received from 2232 A International Outstanding Researchers / 2232 B International Early Stage Researchers Programme provided by the Directorate.

I hereby request the transfer of TRY of the grant under item of the period indicated in the budget of the grant agreement, to the same item of period due to

The performance/failure of such transfer affects/will affect the work package(s) as

Kindly submitted for necessary action.

Full Name
Signature

Name of the Item with Decreased Budget	Period	Name of the Item with Transferred Budget	Period	Amount to be Transferred
	2024-1			
Eg: Domestic Travels	2024-2	Domestic Travels	2023-1	10.000TL

(If necessary, you can add a row.)

5. Petition example for the request of transfer of budget among articles

..... / /

TÜBİTAK DIRECTORATE OF SCIENCE FELLOWSHIPS AND GRANT PROGRAMMES

I currently carry out the project no. with the grant I received from 2232 A International Outstanding Researchers / 2232 B International Early Stage Researchers Programme provided by the Directorate.

I hereby request a transfer among the following articles, which were indicated in the budget of the grant agreement, due to

The performance/failure of such transfer affects/will affect the work package(s) as

Kindly submitted for necessary action.

Full Name
Signature

Article Transfer Table:

Code of the Item with Decreased Budget	Name of the Item with Decreased Budget and Sub-item (if any)	Period	Amount to be Transferred	Code of the Item with Transferred Budget	Name of the Item with Transferred Budget and Sub-item(if any)	Period	Relevant Work Package

(If necessary, you can add a row.)

6. Petition example for the request of additional allowance for budget

..... / /

TÜBİTAK DIRECTORATE OF SCIENCE FELLOWSHIPS AND GRANT PROGRAMMES

I currently carry out the project no. with the grant I received from 2232 A International Outstanding Researchers / 2232 B International Early Stage Researchers Programme provided by the Directorate.

There is an additional allowance need for the items and amounts in the budget of the grant agreement as specified below due to

.....
.....
.....

The performance/failure of such transfer affects/will affect the work package(s) as

.....
.....

Kindly submitted for necessary action.

Full Name
Signature

Additional Allowance Request Table:

Budget Item Code	Budget Item Name	Budget Sub-item Name/Definition (if any)	Requested Additional Allowance Amount	Relevant Package	Work

(If necessary, you can add a row.)

7. Petition example for additional scholar request

..... / /

TÜBİTAK DIRECTORATE OF SCIENCE FELLOWSHIPS AND GRANT PROGRAMMES

I currently carry out the project no. with the grant I received from 2232 A International Outstanding Researchers / 2232 B International Early Stage Researchers Programme provided by the Directorate.

I have achieved grant for ... scholarship students as indicated in the budget of the grant agreement.

Therefore, I hereby request grant for ... Postgraduate/Doctoral/Post-doctoral scholar of ... who will be assigned as part of the following work packages due to
.....
.....
.....

Full Name
Signature

Additional Scholarship Student Request Table:

Number of the Additional Scholars Requested	Students' Educational Status (Postgraduate / Doctoral / Post-doctoral)	Number and Name of the Work Package to which the Students' will Be Assigned to	The Definition of the Duties of the Students' under the Relevant Work Package

(If necessary, you can add a row.)

8. Petition example for additional time request

..... / /

TÜBİTAK DIRECTORATE OF SCIENCE FELLOWSHIPS AND GRANT PROGRAMMES

I currently carry out the project no. with the grant I received from 2232 A International Outstanding Researchers / 2232 B International Early Stage Researchers Programme provided by the Directorate.

I have a grant for ... months which was initiated on ... as part of the grant agreement. However, I need additional scholarship / non-scholarship time for the work packages numbered and titled have not been completed yet due to

.....
.....
.....
...

Kindly submitted for necessary action.

Full Name
Signature

In detail:

- ...Uncompleted work and work packages
- ...Works to be done in the additional time
- ...Personnel to be assigned in additional time
- ...Budget items to be used

9. Commitment of the New Institution in Institutional Change

Rector/President's Acceptance and Commitment Letter Required for Transition from "State to State" or "Foundation to Foundation";

..... (Proje Yürütücüsü)'in tarihi itibarıyla (eski üniversite) Üniversitesi'nden (yeni üniversite)'ye geçmesi nedeniyle yürütmekte olduğu ve TÜBİTAK tarafından desteklenen nolu projenin kurumumuzda yürütülmesi sırasında kurum sıfatıyla projeye gerekli destek verilecektir. Kurumumuz proje sözleşmesi hüküm ve şartlarını bilmekte bu şartlara uymayı kabul ve taahhüt etmektedir.

**Rector/President of The Host Institution where the
Project will be executed**
Name Surname and Signature

Requirements for Transfer from State to Foundation University Rectorate/Presidency acceptance and commitment letter

.....No'lu projenin yürütüldüğü kuruluş olan(Eski Üniversite) ÜNİVERSİTESİ ile Kurumunuz (TÜBİTAK) arasında imzalanan sözleşme ile "TÜBİTAK Tarafından Özel Kuruluşlar ve Vakıf üniversitelerine Proje Karşılığı Aktarılabacak Tutarların Transferi Harcanması, Muhasebeleştirilmesi ve Denetimine İlişkin Esaslar" (Esaslar)'ı okudum. Anılan sözleşme ve esasların hüküm ve şartlarına uymayı, anılan "sözleşme" ile "esaslar" arasında çelişki olması durumunda "Esasların" uygulanacağını kabul ve taahhüt ederim.

**Rector/President of The Host Institution where the
Project will be executed**
Name Surname and Signature

Acceptance and commitment letter from the Rectorate/Presidency, which must be obtained in the transition from Foundation to State University

.....No'lu projenin yürütüldüğü kuruluş olan(Eski Üniversite) ÜNİVERSİTESİ ile Kurumunuz (TÜBİTAK) arasında imzalanan sözleşme ile "TÜBİTAK Kaynaklarından Genel Bütçe Kapsamındaki Kamu İdareleri ile Özel Bütçeli İdarelere Proje Karşılığı Aktarılabacak Tutarların Harcanması ve TÜBİTAK tarafından Yürütülen Dış Destekli Projelerin Harcamalarının Gerçekleştirilmesine İlişkin Esas ve Usuller" (Esaslar)'ı okudum. Anılan sözleşme ve esasların hüküm ve şartlarına uymayı, anılan "sözleşme" ile "esaslar" arasında çelişki olması durumunda "Esasların" uygulanacağını kabul ve taahhüt ederim.

**Rector/President of The Host Institution where the
Project will be executed**
Name Surname and Signature