

TUBITAK
Department of Science Fellowships and Grant Programs
2236 Co-Funded Brain Circulation2 Scheme (CoCirculation2)
The Call Text for 2019

1. The Aim and Scope of the Call

The aim of CoCirculation2 program is to invite Experienced Researchers of any nationality to both academic and non-academic research performing organizations located in Turkey, to enhance the career development of Experienced Researchers wishing to diversify their individual competence through advanced training, international and intersectoral mobility opportunities through incoming mobility into Turkey. This call announcement covers the procedures related to the CoCirculation2 processes as well as fellows' obligations.

2. The Scope, Amount and Duration

2.1. Scope of the Fellowship

2.1.1. The scope of the program includes living allowance, mobility allowance and research, training and networking costs.

2.2. The Amount and Duration

2.2.1. Information about the amount of the support offered for the researchers is on the program's website. Fellowships following calls 1-3 will have a duration of 24 months, call 4 will have a duration of 12 months.

3. Eligibility Criteria, Required Documents and Application Method

3.1. Eligibility Criteria

- 3.1.1. Applicants must be Experienced Researchers (ERs), i.e. researchers who, at the time of the relevant deadline for submission of proposals, are in possession of a doctoral degree or have at least four years of full-time equivalent research experience. Reference date is measured from the date when a researcher obtained the degree which would formally entitle to him to embark on a doctorate.
- 3.1.2. Applicants must comply with the mobility rule that applies to them, either the standard mobility rule or the flexible mobility rule.
- 3.1.3. **Standard mobility rule:** ERs must be non-residing in Turkey for more than 12 months in the three years prior to the relevant deadline for submission of proposals. Short stays which does not exceed twenty days in total in a year and compulsory national service are not counted. This standard mobility rule applies to all applicants not being eligible for the flexible mobility rule.
- 3.1.4. **Flexible mobility rule:** ERs must not have resided or carried out the main activity (work, studies, etc.) in Turkey for more than 36 months in the 5 years immediately before the call deadline. Short stays which does not exceed twenty days in total in a year and compulsory national service are not counted.
- 3.1.5. The flexible mobility rule will apply to four groups of researchers.
- Refugees: To benefit from the flexible mobility rule, researchers must have refugee status in accordance with the Turkish regulatory system at the time of the relevant deadline for submission of proposals, and principles laid down by the Geneva Convention
 - Applicants proposing a non-academic as main host organization in their proposal
 - Career Restart: Applicants must not have been active in research for at least 12 months prior to the relevant deadline for the submission of proposals,
 - Reintegration: Applicant must be a long-term resident (Long-term residence means a period of full-time research activity in Turkey at

- least 5 consecutive years.) of Turkey. Applicants must also move or have moved directly from a Third Country (non-EU) to Turkey,
- 3.1.6. No age limit is set to apply for the program and researchers may be of any nationality.
 - 3.1.7. CoCirculation2 fellows can not benefit/get financial gain from other TÜBİTAK programs. However, they can involve in different TÜBİTAK projects in various positions.
 - 3.1.8. Successful applicants from previous Co-Circulation cannot apply to this Scheme.
 - 3.1.9. Any Turkish national who has mandatory obligation in Turkey as a condition of previous fellowship and/or support cannot apply to the CoCirculation2.
 - 3.1.10. Researchers who are currently working at Turkish academic or non-academic institutions, are not allowed to apply to this program.

3.2. Required Documents

- 3.2.1. A detailed research proposal (The proposal must be prepared using the template which is available at the webpage <http://www.cocirc2.org.tr/>).
- 3.2.2. Curriculum vitae for the applicant and mentor (The CV must be prepared using the template which is available at the <http://www.cocirc2.org.tr/>),
- 3.2.3. Certified PhD diploma or certified copy of the degree certificate of the most recently completed university (Degree certificates which are not originally issued in Turkish or English have to be translated)
- 3.2.4. The documents which proof 4 years of full-time research experience within the related field (for the applicants who does not have a doctorate degree),
- 3.2.5. Within the flexible mobility context, career break document for career restart applicants, refugee document for refugee status applicants, 5 years research activity document for reintegration applicants,
- 3.2.6. Proof of Residence (**only for non-Turkish Citizens**). Applicants must upload the certified copy of documents which must include full name and address such as tax certificate, rent contracts and utility bills that proofs application is consistent with corresponding mobility rule. (Documents should cover at least 3 years for standard mobility rule and 5 years for the flexible mobility rule prior to the relevant deadline for submission of proposals.)
- 3.2.7. Entry and Exit record (**only for Turkish Citizens**). Applicants must upload the certified copy of record. The report can be obtained from e-devlet application,
- 3.2.8. A Letter of Support from the host institution which must be approved by rector, vice rector or head of non-academic institution. Applications with secondment proposals must also submit Letter of Support for co-host institution.

Evaluations will be made based on the proposal and documents upload to the system. Therefore any document uploaded to the system must be clear and in requested format.

3.3. Secondment

- 3.3.1. Fellow may propose secondment to academic or non-academic institutions either in or out of Turkey up to 6 months. The secondments may also be implemented with the objective of learning a new discipline during a longer period in an academic or non-academic organization.
- 3.3.2. The secondment may be proposed during the application phase or during the implementation phase.
- 3.3.3. Applicants who propose secondment at the application phase must provide the information and documents (co-mentor, co-host institution) on the application form via e-bideb. Secondment proposals will be evaluated by experts according to the evaluation criteria.
- 3.3.4. Secondments which are proposed during the the fellowship will be evaluated

- by the SC and applicant will be notified about the results.
- 3.3.5. Fellows must start secondment within 2 months from the commencement date of secondment requested.
- 3.3.6. The project coordinator is obliged to return to the host institution in 6 months before the end date of the project.

3.4. Start of Fellowship

3.4.1. Fellows must start their research after submission of below documents within 5 months from the date they are notified about the fellowship. Researchers may request to extend start date of project due to extraordinary circumstances. However, the extension is subject SC approval and cannot be more than 6 months.

- Grant agreement must be signed by researcher, mentor and rector or vice rector or head of non-academic institution,
- All CoCirculation2 fellows will sign a fixed-term employment contract with respective host institutions. Contract must be send to TÜBİTAK within 10 business days from the start date of Project,
- If proposal requires ethical approval, fellow must obtain the approval from host institution's ethical committee prior to start date of project. In the absence of the ethical committee of the institution, the approval from any relevant ethics committee should be submitted.

3.5. Start of Secondment

3.5.1. Proposal with secondment requires support letter from the secondment host organizations which must be finalized before the start of the secondment. If the secondment host organization is a university, It should be signed from rector or vice rector or head of non-academic institution

3.6. Application Method

- 3.6.1. Researchers fill in an online application form on the eBİDEB portal, (e-bideb.tubitak.gov.tr) in the application term.
- 3.6.2. Documents uploaded to the application system must be in Turkish or English. Documents prepared in other languages must be accompanied by their certified English translations.
- 3.6.3. Applicants are not to submit paper form of the online application documents.
- 3.6.4. Researchers who are granted the fellowship must submit required documents to TÜBİTAK BİDEB.

4. Evaluation

Applications are evaluated in two stages

4.1. Eligibility Check

4.1.1. Applications who do not fulfill the eligibility criterion, applications that are missing any document, applications that are not in the requested format and not made during the application period will be ineligible. Applications made by fax or e-mail are evaluated as ineligible also.

4.2. International Peer Review Evaluation

4.2.1. All independent expert who are assigned to take part in the evaluation process of CoCirculation2 must sign declaration of confidentiality, declaration of non-discrimination and declaration of no conflict of interest.

4.2.2. Experts are assigned based on the matching keywords. A scientific evaluation is carried out by national and international independent experts based on the below criteria.

Excellence Weight 50%	Impact Weight 30%	Quality and efficiency of the implementation Weight 20%
Quality and credibility of the research/innovation project; level of novelty, inter/multidisciplinary and gender aspects	Enhancing the potential and future career prospects of the researcher	Coherence and effectiveness of the work plan
Quality and appropriateness of the training and of the two-way transfer of knowledge between the researcher and the host	Quality of the proposed measures to exploit and disseminate the project results	Appropriateness of the allocation of tasks and resources
Quality of the supervision and of the integration in the team/institution	Quality of the proposed measures to communicate the project activities to different target audiences	Appropriateness of the management structure and procedures, risk management
Capacity of the researcher to reach or re-enforce a position of professional maturity		Appropriateness of the institutional environment (infrastructure)
1	2	3
Priority in case of ex aequo		
An overall threshold of 70% will be applied to the total weighted score		

Table 4.1 Evaluation criteria, weights and thresholds

4.2.3. Post scientific evaluations, the scores will be ranked and presented to chair of TÜBİTAK for the approval along with reserve list.

4.2.4. Applicants will be notified about the evaluation results over e-BİDEB and also on the program website.

4.3. Redress procedure

4.3.1. Applicants who have any objections to the evaluation process may apply for redress procedure within 1 week after the evaluation results are published. Requests for redress may be made with regard to procedural issues and not with regard to the scientific judgments of the experts. If justified the proposal may be redressed.

4.3.2. If the objection to the evaluation process, the application will be re-evaluated with the decision by TUBİTAK.

5. Implementation

5.1. Transfer of Funds

5.1.1. First installment of the project fund will be transferred to project account which will be opened by the host institution accounting department.

5.1.2. The transfer of funds from TÜBİTAK to project account at host institution includes all taxes according to the national tax law such as individual income tax, employer's national health insurance contribution and unemployment compensation contribution.

5.2. Transfer of Living Allowance and Mobility Allowance

5.2.1. Payroll department at the host institution pays the living allowance and mobility allowance as a monthly salary to fellows after the legal deductions.

5.3. Research, Training and Networking Budget

- 5.3.1. Research, training and networking budget can be spent for below areas;
- Secondment expenses either in or out of Turkey
 - Participation or organization of scientific meetings, seminars, conferences etc.,
 - Equipment, machine, device, software and books spending
 - Materials and consumable supplies,
 - Consulting and service procurement,
 - Maintenance of machine or equipment that are used in project,
 - Spending related to the mail and cargo.
- 5.3.2. Fellow is required to present mentor approved petition to related department at the host institution, usually Scientific Projects Office (BAP office) to use the budget.
- 5.3.3. Fellows must provide a detailed financial report at the end of progress or final report that are related to the research, training and networking budget.
- 5.3.4. Host institution/organization is responsible for the compliance of the expenditures with the provisions of the project contract and legislation.

5.4. Progress and Final Reports

- 5.4.1. Fellows must submit progress and final report on dates that are specified in the grant agreement.
- 5.4.2. Progress reports must be submitted within two weeks of due date, final report must be submitted within one month of the due date.
- 5.4.3. Progress and final reports are evaluated by the experts. Revision is required if reports are evaluated as unsatisfactory.
- 5.4.4. Fellows may be invited to TÜBİTAK to provide information about the project related developments. TÜBİTAK may assigned an official to monitor or inspect project on host institution.
- 5.4.5. In case the host institutions/organization is a private sector organization, progress reports and result reports; in case of a university only the final report must be approved by a certified public accountant

5.5. Change of host institution or mentor

- 5.5.1. In the case where fellow request to change the host institution or mentor, he/she must petition SC explaining the reason for the request. The change may be processed if SC approves the petition.

5.6. Publications and Open Access

- 5.6.1. As a minimum, each fellow must deliver two peer reviewed publications in international journals and must participate in at least two international events. In industry, they are encouraged to collaborate on patents.
- 5.6.2. According to the Horizon 2020 Open Access Mandate, all beneficiaries must deposit their peer-reviewed publications to ensure Open Access. TÜBİTAK obliges all CoCirculation2 fellows to deposit their peer reviewed publications in open access mode, in a repository of their choice.

5.7. Additional Duties

- 5.7.1. Fellows may involve in teaching, lecture and other activities of host institution however, these activities should not exceed 140 hours per year. Teaching or other duties will be remunerated by the host institution if needed.
- 5.7.2. In the case where a fellow plan to travel out of Turkey for research related activity or vocation he/she must notify CS via email.
- 5.7.3. It is the responsibility of the fellow to inform TÜBİTAK in writing of any change of postal address, telephone, or email within two weeks of such a change.

5.8. Suspension and Early Cessation

- 5.8.1. Fellows who does no submit the progress report on due dates, project that are not being implemented properly, project that are obstructed due to

- extraordinary circumstances may be suspended by SC.
- 5.8.2. In order to suspend the project due to extraordinary situations, fellow and mentor must notify the TÜBİTAK within 10 day where the extraordinary circumstances arise. SC evaluates the petition and may suspend the project up to 12 months.
 - 5.8.3. SC may decide to restart the project in the case where the extraordinary situation ends. Duration of suspension will be added to the total duration of project. Project may be terminated in the case where the extraordinary situations prevents the proper implementation of the project.
 - 5.8.4. If fellows does not submit progress or final report on time without justification or in the case where report or revised reports are evaluated as unsatisfactory multiple times SC may propose termination of project to Executive Council.
 - 5.8.5. If fellows does not comply with the fixed term employment contract terms, the grant agreement can be terminated by the SC's proposal and Executive Council approval.
 - 5.8.6. It is under the discretion of Executive Council to specify the penalty or sanctions against the host institution or fellow in the case where the project had to be cancelled due to noncompliance with the grand agreement either by fellow or host institution.
 - 5.8.7. Legal/disciplinary actions will be carried out by the SC's proposal and Executive Council's approval based on the nature of fellows' unethical conduct in the case where a fellow's noncompliance is determined according to the TÜBİTAK Research and Publication Ethics Board.
 - 5.8.8. Fellowship termination process may be launched without suspension of projects in the case where termination of project becomes necessary or urgent.

5.9. Finalization of Project

- 5.9.1. Final report covering all scientific, technical, administrative, financial development and results of the project is submitted to the researcher in accordance with the format and procedures prepared by TUBITAK within one month from the end date of the project.
- 5.9.2. Projects are finalized upon acceptance of both the financial report and final report. Financial report should prepared by the certified public accountant and be paid by the host institution.
- 5.9.3. Any unused funds at the project account must be transferred back to CoCirculation2 account at TÜBİTAK.

6. Ethical Rules

- 6.1. CoCirculation2 fellows and mentors must respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union and the relevant ethics rules of H2020.
- 6.2. The ER must acknowledge TÜBİTAK and REA support through the CoCirculation2 program in any scientific publication produced as part of the project.
In case of a violation of the ethical rules, disciplinary actions shall be carried out in accordance with the AYEK and ENDEK regulations.

7. Intellectual Property Rights

- 7.1. The host institution must establish rules and procedures such that intellectual property arising from the research work will be protected and managed appropriately.
- 7.2. All projects supported by TÜBİTAK, including CoCirculation2 projects, must adhere to the regulations on IPR in the TÜBİTAK related law. In cases where the researcher is the IPR holder, he/she should provide TÜBİTAK with the free IPR license if TÜBİTAK requires so.
- 7.3. TÜBİTAK logos can not be used without the permission.

7.4. Researchers who benefit from the support of TUBITAK are responsible for the damages that will arise in case of non compliance with these provisions.

8. Call Calendar

Four calls will be published within the duration (5 years) of project. First call dates are below.

Call Terms	Call Opening Date	Call Closing Date
1 st Call	02.08.2018	05.11.2018
2 nd Call	02.08.2019	01.11.2019

9. Relevant Regulations

- Procedures and Principles related to execution of Fellowship and Support Programs of the Department of Supports Programs for Scientists of the Scientific and Technological Research Council of Turkey
- Grant Agreement for Co-Funded Brain Circulation Scheme which is signed between the TÜBİTAK and European Union Research Executive Agency with the Grant Agreement number 801509
- The Rules and Procedures with regard to the running of The Department of Science Fellowships and Grant Programs under The Scientific and Technological Research Council of Turkey.
- The Guideline with regard to the Evaluation and Monitoring of Applications and Reports by Panel/Advisor/Advisory Board Method under BİDEB The Science Fellowships and Grant Programs.
- Procedures and principles to be applied in financial transactions of amounts to be transferred for projects from TÜBİTAK funds to research infrastructures and to public administrations not included in the scope of Law no. 5018 on Public Financial Management and Control

GEC decisions shall apply in cases that are not mentioned in the relevant legislation and in the call announcement of the program and for eliminating any doubt that may arise in the implementation of the program

10. Definitions and Abbreviations

- AYEK: TÜBİTAK Research and Publication Ethics Board,
- BİDEB: The Department of Science Fellowships and Grant Programs,
- Call Secretariat (CS): Secretariat that manages all CoCirculation2 processes,
- ENDEK: TÜBİTAK Industrial Ethics Board,
- ER: Experienced researcher who is in possession of a doctoral degree or have at least four years of full-time equivalent research experience,
- Expert: Person who is part of the evaluation committee set up to evaluate proposals. Sometimes also outside experts hired to assist the evaluation committee,
- Fellow: Researchers who is responsible to carry out CoCirculation2 project in compliance with Letter of commitment and grant agreement, also who submit progress,

final and financial report to TÜBİTAK on dates that are specified in the grant agreement.

- Grant Agreement: The grant contract signed between the TÜBİTAK and the host institutions. It establishes the rights and obligations that govern the grant,
- Mentor: An expert who supervise fellow at the academic or non-academic host institutions during the implementation of the project,
- Panel: The scientific meeting where experts evaluate proposals as part of selection process,
- Presidency: The Presidency of TÜBİTAK,
- President: President of TÜBİTAK
- Executive Council: TÜBİTAK Executive Council,
- Secondment: A period during which a ER is hosted by an entity other than his/her employing institution up to 6 months,
- Steering Committee (SC): Executive committee consist of TÜBİTAK representatives who oversees the Call Secretariats works related to the CoCirculation2 processes,
- TÜBİTAK: The Scientific and Technological Research Council of Turkey.

11. Contact

TÜBİTAK-Bilim İnsanı Destek Programları Başkanlığı (BİDEB)

Araştırma Burs ve Destekleri Grubu

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