**SCIENTIFIC RESEARCH PROJECT (SRP)**

**APPLICATION FORM [[1]](#footnote-1)**

*The completed application must not exceed 18 pages in total. Please print the form ONE-SIDED.*

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| **GENERAL INFORMATION ABOUT THE PROJECT** |
| **Application Date** |  |
| **Project Title**  |  |
| **Application Number**  |  |
| **Proposed Project Start and End Date** [[2]](#footnote-2) |  |
| **Official Project Start and End Date** [[3]](#footnote-3) |  |

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| **PROJECT STAFF \*** |
|  | **TR Identity Number**  | **Name-Surname**  | **Institution-Faculty-Department** | **Signature**  |
| **Coordinator**  |  |  |  |  |
| **Researcher/s**  |  |  |  |  |
| **Supervisor/s**  |  |  |  |  |

# \* *Related to the number of researchers and supervisors, additional rows can be added to the table. A person cannot be a researcher, scholar and part-time project assistant at the same time.*

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| **SCHOLAR/S \*\*** |
| **TR Identity Number** | **Name Surname** | **Faculty-Department** | **Student’s Status** | **Research Area\*\*\*** | **Scholarship** | **Status in Project** |
|  |  |  | [ ]  Masters with Thesis[ ]  PhD | [ ]  Project is related to thesis[ ]  Project is not related thesis |  [ ]  % 25 [ ]  % 50 [ ]  % 100 [ ]  Non-Scholarship |  [ ]  Active[ ]  Passive |
|  |  |  | [ ]  Masters with Thesis[ ]  PhD | [ ]  Project is related to thesis[ ]  Project is not related thesis |  [ ]  % 25 [ ]  % 50 [ ]  % 100 [ ]  Non-Scholarship |  [ ]  Active[ ]  Passive |

\*\* *Project scholars must be the Masters with thesis or PhD students of Yasar University. ‘Special/privileged student’ status is not acceptable. Maximum two project scholars can be assigned to the project. Project scholars cannot work in more than one project at the same time and the number of project scholars cannot be increased after the project starts. Project scholars must not exceed the age of 40 at the date of the application and for the duration of the project, they should not be working full time in another institution or workplace and should not be TUBITAK scholars. During the project, if project scholars start residing outside of Turkey, working in another project and/or another institution or work place, earn TUBITAK national graduate scholarship, this must be reported to the Project Support Office by the project coordinator immediately and in writing. Project scholars who graduate/break off/freeze registration/don’t re-register/change the status to privileged student cannot continue to work as project scholars and cannot be paid stipend anymore within the framework of the project. Therefore, the project coordinator whose project scholars fall into one of the above-mentioned categories has to notify again the Project Support Office immediately and in writing.*

**\*\*\*** *Thesis title/subject proposal form and the Institute’s Board of Directors related decision regarding the determination of the thesis subject should be attached to this form in order to see whether the thesis subject of the project scholar who will be working in this project falls within the scope of the BAP project.*

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| **PART TIME PROJECT ASSISTANTS \*\*\*\*** |
| **TR Identity Number** | **Name Surname** | **Faculty-Department** | **Student’s Status** | **Status in Project** |
|  |  |  | [ ]  Associate Degree[ ]  Undergraduate[ ]  Masters without Thesis  |  [ ]  Active [ ]  Passive |

\*\*\*\* *Part time project assistants must be the associate degree, undergraduate, and non-thesis graduate students of Yasar University.* *‘Special/privileged student’ status is not acceptable. Part time project assistants who graduate/break off/freeze registration/don’t re-register cannot be paid stipend anymore within the framework of the project. Therefore, the project coordinator whose part time project assistants fall into one of the above-mentioned categories has to notify the Project Support Office immediately and in writing.*

[ ]  **As Project Coordinator/ Project Team, I/we had the support of the Project Support Office or/and Knowledge and Technology Transfer Office during the application process.**

# SUBJECT AND SCOPE OF THE PROJECT

The subject, purpose and the scope of the project must be clearly defined.

[ ]  **The applied project is a research project.**

[ ]  **The applied project is a prototype development project.**

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# ORIGINALITY OR INNOVATIVE ASPECTS

If the project is a research project, the originality section should be filled. If it is a prototype development project, then only the innovative aspects section should be filled in.

#  2.1 ) Originality For Research Projects

The original value (scientific quality, difference and innovativeness that the project brings, its contributions to the solution of problems in the related field/s of science and technology) must be explained.

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**2.2 ) Innovative Aspects For Prototype Development Projects**

Please summarize the targeted outcomes of the project’s innovative aspects, anticipated differences in the internal and external markets and sectors compared to similar projects, its advantages and superiorities.

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# METHODOLOGY

The method to be used in the project and (if any) the place of the application (indicate the building/room if applied at Yasar University; address if it is applied outside the Yasar University) must be explained.

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# MULTIPLIER EFFECT

The contributions that the project makes to Yasar University, project partners or to the society and national economy in general must be explained.

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# EXPECTED OUTCOMES[[4]](#footnote-4)

Check the outcomes of the Project that you expect to make and give the details:

[ ]  I will apply to another project fund such as TUBITAK, EU etc.

[ ]  I will make an Intellectual and Industrial Property Rights (patent, utility model or industrial design) application.

[ ]  I will submit paper/s to the journals scanned from the following categories:

 [ ]  WOS / [ ]  SCOPUS / [ ]  ULAKBIM

[ ]  I will establish a firm at an Incubation Center or Techno park.

[ ]  There will be at least one graduate or postgraduate thesis as an output.

[ ]  Prototype

[ ]  Other (proceedings, book etc.)

Please indicate the details of your checked outputs such as;

* the funding programme you will apply and the topic of your project proposal,
* the intellectual and industrial property right you will demand and the scope of the idea,
* name/s of the indexed journal/s, the name/s of the conference/s and the further details you want to add.

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#### THE WORK PLAN

The main work packages, their timing and project staff responsible in the related work packages should be provided in the table below. Project staff (coordinator, researcher, supervisor, scholar, part time project assistant) must match with the names in the “Project Staff” table. Please indicate the budget items of the work plan (machine, equipment, software, consumables, scholar payments, service procurement, travel expenses) in the related work packages.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Work Package** | **Responsible Staff** | **Budget Item / Code** | **MONTHS** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| **i.1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **i.2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **i.3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **i.4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **i.5** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **i.6** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **i.7** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **i.8** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **i.9** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **i.10** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **PROJECT BUDGET**

Add row to the tables below, if necessary. The sum of the values in tables will be calculated and updated automatically when F9 is pressed, after selecting related table/cell/number. Prices must be calculated in Turkish Liras **(**₺**).**

* 1. **Machine, Equipment and Software\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CODE** | **TITLE/MODEL** | **PURPOSE OF USE** | **PIECE** | **PRICE** |
| m.1 |  |  |  | 0 ₺ |
| m.2 |  |  |  | 0 ₺ |
| m.3 |  |  |  | 0 ₺ |
| **SUM** |  **0,00 ₺** |

\**It is required that you submit the print screen shots of the prices of the products that are listed in this section from the online shopping web sites.*

* 1. **Consumables**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CODE** | **TITLE/MODEL** | **PURPOSE OF USE** | **PIECE** | **PRICE** |
| sm.1 |  |  |  | 0 ₺ |
| sm.2 |  |  |  | 0 ₺ |
| sm.3 |  |  |  | 0 ₺ |
| **SUM** |  **0,00 ₺** |

* 1. **Project Scholar/Part Time Project Assistant Payments\*\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CODE** | **PROJECT SCHOLARS / PART TIME PROJECT ASSISTANTS** | **WORK PERIOD** | **MONTHLY PAYMENT** | **WEEKLY WORK HOUR\*\*\*** | **GROSS PAYMENT\*\*\*\*** |
| b.1 |  |  | 0 ₺ |  | 0 ₺ |
| b.2 |  |  | 0 ₺ |  | 0 ₺ |
| b.3 |  |  | 0 ₺ |  | 0 ₺ |
| **SUM** |  **0,00 ₺**  |

*\*\** *For the project scholar and part time project assistant payments, the monthly payment amount should be based on the "BAP Scholarship Payment Guide" listed on the PDO website.*

*\*\*\***Please indicate the**weekly working hours spent for the Project.*

*\*\*\*\***The amount to be paid to the project scholar /* *part time project assistant is a gross payment. There will be deductions relating to taxes and social security.*

* 1. **Service Procurement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CODE** | **SERVICE NAME** | **SERVICE SUPPLIER** | **PURPOSE** | **PRICE** |
| h.1 |  |  |  | 0 ₺ |
| h.2 |  |  |  | 0 ₺ |
| h.3 |  |  |  | 0 ₺ |
| **SUM** |   **0,00 ₺** |

* 1. **Travel Expenses**

Please fill the Table B, according to the Transportation and Accommodation Allowances indicated in the Table A.

Table A [[5]](#footnote-5)

|  |  |  |  |
| --- | --- | --- | --- |
| **GROUP**  | **SCOPE OF THE GROUP** | **TRANSPORTATION ALLOWANCE (DAILY)** | **ACCOMODATION (DAILY)** |
| **DOMESTIC** | **ABROAD** | **DOMESTIC** | **ABROAD** |
| **1** | Vice Rectors, Deans, Institute and School Directors, Professors, Associate Professors, Doctoral Teaching Members, Head of Departments, General Secretary, Department Head, Media Relations Coordinator, Assistant Secretary General, Directors | 110 ₺ | 60 $ | 300 ₺ | 200 $ |
| **2** | Instructors, Research Assistants, Lecturers, Deputy Managers, Chiefs, Individual Responsible, Specialists, Officers, Technicians, Other Personnel | 90 ₺ | 55 $ | 200 ₺ | 150 $ |

 Table B

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CODE** | **TRAVELER** | **GROUP** | **TRANSPORTATION ALLOWANCE**  | **ACCOMMODATION**  | **TRAVEL** | **SUM** |
| s.1 |  |  |  |  |  | 0 ₺ |
| s.2 |  |  |  |  |  | 0 ₺ |
| s.3 |  |  |  |  |  | 0 ₺ |
|  **SUM**  |  **0,00 ₺** |  **0,00 ₺** |  **0,00 ₺** |  **0,00 ₺** |

|  |
| --- |
| Travel Description:  |

Please explain in detail where you will travel to/from, how many days you will stay, which transportation means you will use and accommodation type.

* 1. **MAIN BUDGET TABLE**

The main budget table will be filled and calculated automatically after previous budget tables are filled.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MACHINE, EQUIPMENT & SOFTWARE**  | **CONSUMABLES** | **SCHOLAR/ PART TIME PROJECT ASSISTANT PAYMENTS** | **SERVICE PROCUREMENT** | **TRAVEL EXPENSES** | **TOTAL BUDGET** |
|  **0,00 ₺** |  **0,00 ₺** |  **0,00 ₺** |  **0,00 ₺** |  **0,00 ₺** |  **0,00 ₺** |

**APPROVALS**

Approvals to be taken before the Project Evaluation Commission’s decision\*:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **COORDINATOR OF THE PROJECT** | **HEAD OF DEPARTMENT** | **DEAN/MANAGER OF VOCATIONAL SCHOOL** |
| **Name-Surname** |  |  |  |
| **Signature** |  |  |  |

\**All of the pages should be initialed by the**Coordinator of the Project, Head of Department and Dean/Manager of Vocational School*

***Dean/Manager of Vocational School’s Opinion*:**

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Final approvals that are required following the approval of the project by the Project Evaluation Commission:

|  |  |  |
| --- | --- | --- |
|  | **HEAD OF FINANCIAL AFFAIRS DEPARTMENT** | **RECTOR** |
| **Name-Surname** | Zeki DOĞAN | Prof. Dr. M. Cemali DİNÇER |
| **Signature** |  |  |

**\****All of the pages should also be initialed by the Head of the Financial Affairs Department and Rector.*

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| **PROJECT EVALUATION COMMISSION (PEC) REVISIONS [[6]](#footnote-6)** |
| **Revision Number** | **Reason For Revision** | **PEC Number / Decision No.** | **Date** |
|  |  |  |  |
|  |  |  |  |

1. Application Form 6. Revision: 28/05/2018, 7. Revision: 04/07/2018 [↑](#footnote-ref-1)
2. Please write the estimated start and finish date of the project. [↑](#footnote-ref-2)
3. This section will be filled by the Project Support Office. [↑](#footnote-ref-3)
4. All types of publications which are published during and following the completion of the project must include an acknowledgement which states the project title, project number and the Yasar University support. In addition, the copies of the publications must be sent to the Project Evaluation Commission. [↑](#footnote-ref-4)
5. Travel expenses are calculated according to the “Yasar University Regulation on Domestic and Foreign Assignments and Travel Expenses of Academic and Administrative Staff”. [↑](#footnote-ref-5)
6. This section will be filled by the Project Support Office. [↑](#footnote-ref-6)