**Project No:**

**Project Name:**

**Project Coordinator:**

**Unit in Charge (Faculty, Graduate School, Department):**

**Article 1 - PARTIES:**

Yaşar University, registered at Üniversite Caddesi, No:37-39, Ağaçlı Yol, Bornova, İzmir, 35100, and Project Coordinator, registered at ………………………………………………………………………………, have agreed the terms below to execute a scientific research project, and signed the contract.

**Article 2 - DEFINITIONS:**

Terms used in this contract shall be defined as follows:

1. University: Yaşar University,
2. Project Evaluation Commission (PEC): University’s Project Evaluation Commission formed under the chairmanship of Rector,
3. Project Support Office (PSO): University’s Project Support Office,
4. Project Coordinator: University’s full-time lecturers and researchers that are also among the University’s faculty members with doctoral, medical specialization degrees or qualification in art, who proposed the project, and are in charge of executing the project, as well as its scientific, technical, administrative, financial and legal procedures.
5. Project: Scientific research project proposal approved by PEC,
6. Scientific Research Fund (SRF): the budget set at the start of every budget year and approved by the Board of Trustees,
7. Directive: Directive on Research, Development, Implementation, Service and Consultancy Projects.

**Article 3 - SUBJECT OF THE CONTRACT**

The subject of the contract is the support offered by the University in accordance with the contract for the project entitled ……………………………………………………… .

**Article 4 - PROJECT TERM**

The project that is the subject of this very contract shall be executed between the dates …………………………………. .

**Article 5 - AMOUNT OF FUND**

The amount of the fund provided by the University in accordance with the working schedule set and the payment plan shall be **…………….. .**

Upon the justified application made by the project coordinator, an additional amount of fund can be provided subject to the approval of the PEC. The additional budget that can be provided for a project cannot exceed 50% of the overall project budget.

After the terminal date stated on the project contract, no fiscal transaction or request for additional budget can be made.

Any disruption that is caused by a limitation occurring on the total amount of financial support projected on this contract and the relevant payment plan, or on the budget allocated for PEC, and cash flow shall be deemed force majeure; and the parties shall not be deemed responsible for such disruption.

Financial procedures pertaining to the project shall be executed in accordance with the conditions set out in the relevant articles of Scientific Research Projects Workflow Processes Procedures and Principles.

**Article 6 – PROJECT COORDINATOR’S LIABILITIES**

Project Coordinator shall be in charge of executing the project in accordance with scientific code of conduct within the scope of the application form annexed to this contract, and within the dates, aim, scope and other principles projected; as well as developing and finalizing it.

No amendment can be made on the aim, scope, term, schedule and budget of the project that has been approved for support without a written consent from the PEC.

Project Coordinator shall submit interim reports including information concerning the works conducted in the previous periods on ………………………………., and a final report within the three-month period following the finalization of the project.

To finalize a project officially, Project Coordinator shall be in charge of making sure that the outputs stated in the “Multiplier Effect” and “Expected Outcomes” sections of the SRP application form fulfill all of the closing criteria that have been approved by the PEC at the end of the project.

Part-time project assistants that will be appointed for the SRP project should be selected among the students studying at the University’s associate, undergraduate and master without thesis degree programs; and the scholarship students among the students master with thesis and doctoral degree programs. Special student status shall not be accepted. Those students who graduate, dismiss, become a student with special status, do not renew registration, or suspend their studies cannot be paid scholarship/part-time project assistant fee. Project Coordinator shall, therefore, be in charge of notifying the PSO about any case involving graduation/dismissal/non-renewed registration/suspended study/conversion to special student status of any scholarship holder/part-time project assistant right away and in writing.

Project Coordinator shall be obliged to appoint project scholarship holders for the project based on the selecting, appointing and application requirements criteria. Project Coordinator should notify the PSO right away and in writing about the cases involving project scholarship holders’ change of postal address outside Turkey, their appointment to another project in addition to the current project, their full-time employment at an institution or workplace, and being granted TÜBİTAK scholarship.

**Article 7 - INSTRUMENTS, TOOLS AND EQUIPMENT**

All procedures concerning the purchase of equipment and tool shall be executed in accordance with Yaşar University Purchase and Contracting Code of Practice and Principles. All kinds of buying subject to the framework of university-wide purchasing procedures (except for travel costs and individual travel allowances) shall be made by the University’s Directorate of Purchasing. Travel expenses and individual travel allowances shall be subject to the conditions set out in the relevant articles of Scientific Research Projects Workflow Processes Procedures and Principles, Yaşar University Directive on Domestic and International Assignment of Academic and Administrative Staff, Travel Allowances and Travel Expenses.

As long as no agreement is signed stating the contrary, any kind of immovable and movable materials (fixture, consumables, etc.) shall be recorded by the University’s Financial Affairs Directorate in due form, and handed over to the relevant academic unit (dean’s office/graduate school/school/center) where the project will be executed for the use of the Project Coordinator and its team. The property rights of all of these materials shall be owned by the University. The machines and equipment that is procured within the context of the project shall be used during the times outside their project use as seen appropriate by the University.

These instruments, tools and equipment shall be under the monitoring and responsibility of the Project Coordinator throughout the project term. Following the finalization of the project, the future of this equipment bought within the scope of the relevant project shall be determined by the PEC members when the final report of the project is submitted to PEC.

Decision concerning any change to the type of the instruments-tools and equipment to be bought, purchase of new equipment that hasn’t been projected within the project, covering the expenses made for the maintenance and repair of the equipment bought within the project in cases where its maintenance or repair is seen highly necessary during the project term shall be finalized by the PEC, upon the justified application of the Project Coordinator.

**Article 8 - INTERIM REPORTS**

Within the dates set in Article 6, the Project Coordinator shall submit interim reports concerning the works that were conducted during previous periods.

Interim reports shall be examined by the PEC. In cases where the interim reports are not submitted in time and no acceptable excuse is notified, the relevant project shall be suspended upon a decision made by the PEC, and no payment is made during this period.

When necessary, the project shall be monitored by the PEC on site. The Project Coordinator shall be obliged to submit any kind of information and documentation requested by the PEC.

**Article 9 - FINAL REPORT**

A final report shall be submitted within the three-month period following the finalization of the project after it has been prepared in accordance with the rules set by the PEC and in a fashion that covers all of the results from the research. The final report can be accepted as it is, a request can be made for some changes to be made on it, and it can be re-evaluated or rejected. The result shall be communicated to the Project Coordinator in writing.In the event that a request is made for change, the report shall be revised with the necessary changes made, and submitted to the PEC within one month. In the event that the final report is rejected, a new report is prepared within two months and submitted to the PEC.

**Article 10 - SAFETY MEASURES**

The Project Coordinator shall be responsible for taking all the necessary health and safety measures in accordance with the relevant law, code, regulation, and directive.

**Article 11 - CONFIDENTIALITY**

The Project Coordinator shall be accountable to the University for the confidentiality of the information obtained as part of the project.

**Article 12 - INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS**

It shall be expected that, a footnote stating “*This publication is supported as part of the Project No. ........ entitled ....................... that has been approved by Yaşar University Project Evaluation Commission (PEC).*” or, if the study has been conducted with contributions of multiple researchers from different universities, a footnote stating “*Conducted by lecturer named …………………………., this publication is supported as part of the Project No. ................... entitled .................... that has been approved by Yaşar University Project Evaluation Commission (PEC).*” be included on every kind of publication that will be published as part of the project within the project term or after it has been finalized, and a copy of each publication be sent to the PEC.

As long as an arrangement stating the contrary is not made; intellectual, industrial and property rights of any scientific finding and practice obtained within the project shall be subject to *Yaşar University Directive on Intellectual and Industrial Property Rights* on condition that their commercial secrets are kept. In cases where a publication (book, book chapter, article etc.) is prepared within the scope of the project, the Intellectual and Industrial Property Rights pertaining to the book shall be owned by Yaşar University. Yaşar University shall be entitled to signing the contract of transfer of right that is going to be signed with the publisher. The distribution of the income in cases where there is an income and any kind of Intellectual and Industrial Property Rights shall be regulated in accordance with the Directive on Intellectual and Industrial Property Rights.

**Article 13 - PUNITIVE ARTICLES**

In the event of breach to the obligation stated in Article 11, the Project Coordinator shall irrevocably accept, declare and guarantee that, besides other administrative sanctions, it will pay 20% of the amount of the support stated in Article 5 to the University as penalty.

Following the approval of the project by PEC, but also prior to the project’s official inception, the Project Coordinator shall be obliged to submit the Social Security Insurance documentation of the project employees to the PEC. Otherwise, the Project Coordinator shall accept and guarantee that it will be charged any financial penalties that has been imposed to the University because of the researcher/scholarship holder/part-time project assistant whose employment was activated without their Social Security Insurance registration, and as they were employed without social security insurance, with no warning and notification.

If the Project Coordinator does not notify the PEC about any case involving graduation /dismissal/non-renewed registration/suspended study/special student status of the project’s scholarship holders/part-time project assistants; moving abroad outside Turkey during the time when s/he works for the SRP project, undertaking another duty in another project, starting a full-time work in an institution or workplace, and qualifying for TUBİTAK scholarship; the Project Coordinator and the project scholarship holders/part-time project assistants involved in such cases as the ones stated above yet still getting paid the scholarship shall jointly and severally be responsible for paying back to the University the payments that have already been made to the above-mentioned scholarship holders/project assistants.

**Article 14 - EXTENSION TO PROJECT TERM**

The project shall essentially be completed within the term proposed. Requests for extension to or suspending the project term shall be finalized by the PEC upon a justified application made by the Project Coordinator. Upon the justified application made by the ProjectbCoordinator, the project term can be extended up to by one-third of it if necessary, and subject to approval of PEC.

No request for extension to the project term cannot be made after the final date stated on the project contract has passed.

**Article 15 - CANCELLATION OF PROJECT AND CONTRACT TERMINATION**

In the event that the project is not being executed in accordance with its projected aim and working schedule during the monitoring process, the project shall be cancelled by the Rector upon the approval of the PEC. The Project Coordinator of the project that has been cancelled cannot take office as coordinator in any SRP project for the next 3 years; however, can take part in such project as a researcher.

The decision to cancel the project shall be communicated to the Institution, Faculty, School, Graduate School and/or Center where the Project Coordinator and researchers are working via the Chair of the PEC.

In the event that the Project Coordinator leaves the project within the project term due to a force majeure, the contract that has been signed with the Project Coordinaotor can be cancelled subject to the approval of the Rector and upon the proposal of the PEC; and/or someone among the project researchers can be appointed as the new Project Coordinator. In the event of contract termination, a separate contract shall be signed with the new Project Coordinator.

**Article 16 - SITUATIONS NOT COVERED BY THE CONTRACT**

Directive, Higher Education Institutions Regulation on Scientific Research Projects, as well as other provisions of the relevant regulations concerning the subject shall apply to the situations that are not covered in this contract.

**Article 17 - NOTIFICATION ADDRESS**

The notification addresses of the parties shall be as stated in the above section of this contract. All notification that are going to be made to these addresses shall be deemed as received and accepted by the receiving party. In the event of change of address, it should be notified to the other party in writing within 15 days. Otherwise, the notifications to be made to the previous address shall be deemed valid.

**Article 18 - SETTLEMENT OF DISPUTES**

In the event of any dispute that may potentially arise as part of the execution of this very contract and to settle disputes, İzmir Courts and Enforcement Offices shall be in charge.

**Article 19 - EFFECTIVE DATE**

This contract, comprised of 19 articles, has been prepared, signed in two (2) copies, and has taken effect on the date …………………. .  Scientific Research Projects Workflow Processes Procedures and Principles shall be a component of this contract.

On behalf of **YAŞAR UNIVERSITY PROJECT COORDINATOR**

**Name and Surname: Name and Surname:**

**Prof. M. Cemali DİNÇER**

**Rector**

This document explains the duties and responsibilities concerning the administrative and financial processes that should be initiated and followed by project coordinator throughout the period that covers the initiation and finalization of an SRP project following the relevant official decisions made by Project Evaluation Commission (PEC), which gives approval for SRPs. This document shall be signed with each page paraphed in two copies, one of which will be submitted to project coordinator attached to the original project contract at the time of signing of the project contract by the Project Coordinator.

1. Following that the SRP application form that has been prepared and finalized by the project coordinator is paraphed, signed and submitted to the Project Support Office (PSO), which is also followed by its approval by PEC during a meeting gathered by the PEC (before SRP contract is signed), SSI Information Forms shall be filled out for researchers that will be assigned for the project, for project scholars and project assistants in a way that meet the criteria set out in Article 2 and Article 3. These form shall then be submitted to PSO after they have been signed as required and together with its attachments (ID photocopies and student certificates). Project scholars and part-time project assistants shall be required to fill in their SSI Information Form since they should have their SSI registered independently of whether they are working for an institution on a full-time basis. In the event that researchers have yet to fill out and submit their SSI Information Form and part-time project assistants and project scholars have not submitted their forms in time, their SSI registration cannot be made by Human Resources Directorate in time, thereby causing project staff members not to covered by SSI and making it impossible for them to work for the project.
2. In cases where a researcher that will be assigned for a project is a full-time faculty member (Academic Member, Lecturer, Research Assistant) or an Administrative Staff Member at another institution, they shall not have an additional SSI registration made for themselves. However, they shall be required to fill out an SSI Information Form.
3. Part-time project assistant and project scholars that will be assigned for the project shall be required to have SSI registration. Only shall the project scholars or part-time project assistant be paid as part of an SRP. Project assistants and scholars should provide their bank account information on the SSI Information Form, and their bank accounts that have already been/yet to be opened should be affiliated to a Yapı Kredi Bank branch as required by the University rules.

**P.S.:** Part-time project assistants and project scholars shall have their SSI registered by the University independently of whether they have a full-time SSI registration at another institution.

1. As a result of the amendments introduced to the Council of Higher Education SRP Directive dated January 26, 2018 and to the Yaşar University Directive on Research, Development, Application and Consulting Projects dated October 23, 2018, there have been significant changes to the scholar selection and application criteria. As such, project scholars that will assigned for SRPs should be selected among the students that are studying master’s degree with thesis and doctoral degree programs. “Part-time project assistant” category has been defined for students studying at the University’s associate, undergraduate and master without thesis degree programs; and these students can work as part of SRPs as project assistants and get paid monthly. Special student status shall not be accepted.
2. The maximum number of students that can be assigned for SRPs is two. However, a scholar that leaves a project can be replaced with a new one under the same conditions. One scholar cannot undertake duties in multiple projects at the same time, cannot be a scholar of another project, and the number of the scholars assigned for a project cannot be increased after the project has taken effect. Project scholars should reside in Turkey, not be over 40 years old on the date of application, not be working for a project, institution or business, not be a scholar of national postgraduate scholarship program offered by TUBITAK (Scientific and Technological Research Council of Turkey).
3. In cases where names of project scholars and researchers have yet to be determined at the time of application, the names of the part-time project assistants that will work for SRPs shall be communicated to the PSO through e-mail by the project coordinator after updating the project application form right after the names of such assistants have been determined. With the 28.06.2017 dated decision of the Rectorate, project scholars, part-time project assistants and researchers who work for BAP projects have been started to be insured for the duration of the whole project from the beginning till its end, rather than for the duration of the active participation of project scholars, part-time students and researchers in the project. The provisions of Article 1, Article 2, and Article 3 shall be fulfilled by the project coordinator for these individuals. Otherwise those project staff members that have not submitted their SSI forms in time and whose SSI registration cannot be made by the Human Resources Directorate cannot start working and get paid as part of the project since it is legally impossible.
4. In cases where part-time project assistants,project scholars and researchers that work for the project quit the project, their work term is extended, or in cases where new part-time project assistant, project scholar and researcher are additionally hired for the project; the project coordinator shall communicate the relevant change to the PSO on the same day when the change has been made through e-mail and also by submitting a petition with wet signature on it, and submit the SSI Forms of the new project staff members before the relevant individuals start working for the project. Communicating the change made in the project team to the PSO ASAP, and PSO’s communicating the change to the Human Resources Directorate are of critical importance since the payments and the initiation or cancellation of SSI concerning the relevant project staff member are required. As per the SRP contract signed between the project coordinator and the University, any financial sanctions imposed onto Yaşar University because of the part-time project assistants, project scholars and/or researchers that have been hired without their SSI Information Forms submitted to the PSO and without their SSI registration made shall be the responsibility of the project coordinator.
5. Those students who graduate, been dismissed, become a student with special status, do not renew registration, or suspend their studies cannot be paid part-time project assistant fee and project scholar. Therefore, the project coordinator shall be responsible for communicating the cases of graduation/disimissal/non-renewed registration/suspended studies to the PSO at once and in writing (with a petition with wet signature). In cases where there is a request for part-time project assistants and project scholars to continue working for the project, the relevant individuals shall be transferred to the status of “researcher” in accordance with the decision made by the project coordinaroe since the previous status given to these individuals as part-time project assistants and project scholars will terminate. Their position in the project shall otherwise be terminated. The project coordinator together with project scholars and part-time project assistants shall conjointly be responsible for refunding the payments that have been made for those part-time project assistants and scholars that are still getting paid though they have already graduated/been dismissed/become a student with special status/suspended studies/not renewed registration, to the University.
6. In addition to the changes in student status set out it Article 8, in cases where a SRP project scholar has moved its residence address outside Turkey, been assigned for another project, started working for another institution or business, won TUBITAK scholarship, the project coordinator shall be obliged to communicate the relevant case to the PSO at once and in writing (with a petition with wet signature) since the Directive on Research, Development, Application, Education and Consulting Projects stipulates that such cases terminate the status of “being a scholar” and thus nullify their right to getting their monthly payment. Otherwise, the project coordinator together with project scholars shall conjointly be responsible for refunding the payments that have been made to those project scholars that still continued getting paid as part of the SRP despite the presence of the aforementioned cases.
7. For those project scholars that will be assigned for an SRP project from among the students of the University, Graduate Project Support Scholarship can be requested. This request shall be decided by the PSO upon an evaluation. To submit the request for scholarship, the Graduate Scholarship Request Form shall be filled out at the time when the SRP Application Form is filled out, and submitted to the PSO with the signatures completed by the project coordinator (the relevant form can be accessed from the PSO office or through PSO web page.) Graduate scholarships shall be distributed based on the procedures and principles set out in *the Directive on Scholarships and Tuition Fee Discount for Post Graduate Education.* As per the provisions concerning “termination of scholarship” set out in Article 14 of the relevant directive, the project coordinator shall be obliged to submit the semester-end transcripts of scholar/s at the end of the first academic term to the PSO, as well as a statement concerning whether scholars fulfill the scholarship criteria in writing (with a petition with wet signature). In cases where there is a change in the ‘studentship’ or ‘scholarship’ status of the project scholars that are granted graduate project support scholarship as stated in Article 8 and Article 9, the project coordinator shall be obliged to communicate the changes at once and in writing (with a petition with wet signature) to the PSO.
8. The amount of monthly payments requested for part-time project assistants and project scholars as part of an SRP shall be Gross Amount, and compulsory tax and insurance amounts shall be deducted from the relevant amount. Monthly payments that are to be made for part-time project assistants and project scholars has been stated in SRP Scholar/Assistant Payment Table, and project coordinators shall determine payment amounts based on the payment limits set inhere (the relevant form can be accessed from PSO or through PSO’s web page.).
9. To make payments for part-time project assistants and project scholars as part of SRP project, the project coordinator shall submit the wet-signed petition stating the request for payment to the PSO by 20th of the month for which the payment is requested. While preparing the payment petition for project scholars/assistants, the petitions should be monthly requests for project scholar/assistant payments; and these payment petitions should be renewed for each month that a project scholar/assistant will work for till the termination of their assignment within a project, and submitted to the PSO (Payment request petition sample can be accessed from the PSO or through the web page.). Payment request petition shall be submitted to the Human Resources Directorate through the Electronic Document Management System (EDMS). Following the petition was submitted to the Human Resources Directorate, the relevant directorate shall be responsible for processing the payments for scholars/assistant, and follow up the relevant process so the payment for SRP scholar/assistant is made on the last day of each month to the Yapı Kredi Bank account of each relevant scholar/assistant.
10. If a project scholar is from a different university, the project coordinator is responsible to submit to PSO the current student certificates of a scholar along with monthly payment petitions. The project coordinator is also responsible to ensure whether the status of “being a scholar” is still valid.
11. As per Yaşar University Purchase and Contracting Code of Practice and Principles, all kinds of purchasing subject to the framework of university-wide purchasing procedures, except for travel costs and individual travel allowances, shall be made by the University’s Directorate of Purchasing. To purchase machine/equipment/software/consumables and services as part of SRP to this end, the project coordinator shall submit a purchasing/service procurement request petition with wet signature to the PSO when a purchasing process is desired to be initiated. If the goods and services that are to be purchased are to be procured abroad, since there might occur unforeseen delays in international purchasing processes at customs, it is of high importance that the relevant purchasing process is initiated right after the project contract has been signed so the project processes and project schedule goes right as planned. The materials that are to be purchased shall be entered on the system as part of PP by the PSO, and the relevant purchasing request shall be communicated to the Purchasing Directorate through the system. Following the submission of the petition to the Purchasing Directorate, the purchase of the relevant goods/services shall be processed in coordination with the project coordinator (determination of product specifications and service procurement conditions, sharing the final price of the goods and services that are to be purchased with the coordinator prior to purchasing); and following this, the budget remaining for the project shall be checked together with the Accounting Directorate, and the purchasing is made and finalized by the Purchasing Directorate (Purchasing/service procurement request petition samples can be accessed from the PSO or through the PSO web page.).
12. The expenses that are to be made for the travel, transportation and accommodation costs approved as part of a SRP shall first be made by the project coordinator and the travel, transportation and accommodation expenses that have been made by the project coordinator shall be requested with a travel payment petition submitted by the project coordinator following the realization of such payments. To get the payment for the expenses made to the bank account of the project coordinator, the project coordinator shall fill out the travel expenses refund request petition and submit it together with its attachments (wet-signed miscellaneous expenditure form and the slip/invoice documents of the expenses that were made such as original invoice, slip, prepayment invoice, receipt of payment) by 25th of each month to the PSO. The slips/invoices that are requested to be refunded should not be outdated, and should be dated the same month of the slip submission month. Online print-outs (excluding e-archive invoices), photocopies of slips and POS device print-outs shall not be financially valid, thus not accepted by the University and not refunded. In cases where there arises a need for rental car during travels, economy-class vehicles should be preferred; and as for the travels with personal vehicles, the amount that can be refunded cannot exceed the sale price of lead-free petrol, 7 liters per 100km, on the date stated on its sale slip/invoice. Additionally, the invoices that are going to be taken as part of hotel accommodation should include *the SRP project name, project number, name of the guest and the accommodation dates* in the “General Information” section (Refund request form for accommodation expenses sample can be accessed from the PSO or through its web page.).
13. If requested by the project coordinator, the SRP project term can be extended by one third of the total project term. The project coordinator shall submit a wet-signed petition stating the reasons and justification for term extension. The project coordinator shall submit a wet-signed petition for project term extension to the PSO, which is followed by a discussion about the relevant petition held during the next PSO meeting following the submission date of the relevant petition to make a decision and to communicate the relevant decision to the project coordinator (A sample of project term extension request petition can be accessed from the PSO or through its web page.).
14. If requested by the project coordinator, the budget of an SRP can be requested to be increased by 50% of the total SRP budget at maximum. The project coordinator shall submit a wet-signed petition stating the reasons and justification for budget increase. The project coordinator can submit only one request for budget increase through the project term. The project coordinator shall submit a wet-signed petition for budget increase request to the PSO, which is followed by a discussion about the relevant petition held during the next PSO meeting following the submission date of the relevant petition to make a decision and to communicate the relevant decision to the project coordinator (A sample of project budget increase request petition can be accessed from the PSO or through its web page.).
15. The budgets of scientific research projects shall be composed of 4-level and a total of 6-digit code group. In cases where the fund that is projected in the economic classification codes included in the project budget is inadequate, the transfers between the 3rd and 4th level economic codes shall be realized by the project coordinator provided that the total sums of the second levels of the economic classification remain the same, as well as provided that the types and quality of the materials or services projected for projects still remain the same. The reasons and justification for such transfers shall be included in interim and closing reports of the project.
16. Phase transfers of the budget of scientific research projects between Level 1 and Level 2 shall be finalized upon the submission of a wet-signed petition stating the project items that the project coordinator wants to transfer as well as the reasons for phase transfer to the PSO, and following a discussion about the request held by the PEC. The project coordinator shall submit a petition to the PSO, which is followed by a discussion about the relevant petition held during the next PSO meeting following the submission date of the relevant petition to make a decision and to communicate the relevant decision to the project coordinator (A sample of project phase request petition can be accessed from the PSO or through its web page.). The budget under the “Project Scholar/Part-time Project Assistant Payments” item cannot be transferred to other budget items. The same applies to remaining budget items from other budget items cannot be transferred to the “Project Scholar/Part-time Project Assistant Payments” item.
17. The project coordinator can request for a change of item in the product items that are included in the machine/equipment/software and consumables section of the SRP project application form and that were approved by the PSO provided that such change does not exceed the budget of the relevant product item. The project coordinator shall submit a wet-signed petition stating the items that a change of product is requested for and the reasons for this change to the PSO. Following the date when the project coordinator has submitted the petition stating the request for a change of SRP project product item to the PSO, the relevant petition shall be submitted for the approval of the PSO President by requesting the President’s approval for the suitability of the relevant change before the petition is discussed by the PSO. The decision made by the PSO President shall be communicated to the project coordinator, and the other member of the PSO shall be informed about the suitability or non-suitability of the relevant change.
18. The invoices made out for the University by the project coordinator as part of the project concerning machine/equipment/software/consumables purchases, service procurement, and travel expenses shall be required to state **“Yaşar University SRP project no. ...”** and be prepayment invoice (if it is not possible to make out a prepayment invoice, a receipt of payment should be submitted.).
19. All of the publications produced throughout the project term or the period following its finalization are required to include a footnote stating “*This work was supported within the scope of the scientific research project which was accepted by the Project Evaluation Commission of Yasar University under the project number and title of “Number…..\_Title………...”* and a copy of the publications shall be expected to be sent to the PEC.
20. The project coordinator shall be able to make a change in its project team after the project has taken its start. In cases of such changes, the project coordinator shall fill out the *Part-time Project Assistant/Scholar/Researcher Change* petition stating the reasons for the relevant change, as well as the names of the individuals that have been taken out of or added to the project team or whose status has been changed within the project (together with their SSI forms). In addition to the petition, in cases where the individuals that want to leave the project or that a project coordinator wants to dismiss from the project are researchers or advisors, the project coordinator shall also take a wet-signed waiver notice from these individuals to submit it to the PSO. The project coordinator shall submit a petition for adding or dismissing part-time project assistant, scholar and researcher and, if any, their waiver notices to the PSO, which is followed by a discussion about the relevant petition held during the next PSO meeting following the submission date of the relevant petition to make a decision and to communicate the relevant decision to the project coordinator.

1. All requests, revisions and changes that are to be made on SRP application form shall only be conducted by the project coordinator.