**SCIENTIFIC RESEARCH PROJECT (SRP)**

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

*The completed application must not exceed 20 pages in total. Please print the form ONE-SIDED.*

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

*The budget table should be filled in according to the explanations on the Economic Codes of Scientific Research Projects attached to the form.*

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| --- |
| **GENERAL INFORMATION ABOUT THE PROJECT** |
| **Application Date** |  |
| **Project Title**  |  |
| **Application Number**  |  |
| **Proposed Project Start and End Date**  |  |
| **Official Project Start and End Date**\* |  |
| **Interim Report Dates\*** |  |

# *\** *These sections will be filled by the Project Support Office.*

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| **PROJECT STAFF[[2]](#footnote-2)** |
|  | **TR Identity Number**  | **Title-Name Surname**  | **Institution-Faculty-Department** | **Signature\*\***  |
| **Coordinator**  |  |  |  |  |
| **Researcher/s**  |  |  |  |  |
| **Consultant/s**  |  |  |  |  |

# \*\**As required by the provisions stated herein this agreement, Organization/Person accepts and undertakes that, the personal data stored/processed within/outside University in all electronic/printed etc. spaces, s/he will act in accordance with the provisions of “Right to Privacy” and “Protection of Personal Data” stated in Article 20 of the Constitution and the provisions of the Law No. 6698 on Protection of Personal Data; use this system to search for information about the relevant individuals for the purpose of fulfilling necessary services defined internally within the institution and essentially for his/her own work and procedures; not use this information for any other purposes; prevent illegal processing of the information; take necessary measures to ensure the appropriate level of security for the purpose of preventing illegal access to the information and for its protection; be in charge of taking the above-mentioned measures jointly with the sub-user in cases where the information obtained is processed by a sub-user; and be subject to legal and administrative sanctions in cases where the data is used in breach of the stated rules.*

|  |
| --- |
| **SCHOLAR/S\*\*\*** |
| **TR Identity Number** | **Name Surname** | **Institution-Faculty-Department** | **Student’s Status** | **Status in Project** |
|  |  |  | [ ]  Masters with Thesis[ ]  PhD |  [ ]  Active[ ]  Passive |
|  |  |  | [ ]  Masters with Thesis[ ]  PhD |  [ ]  Active[ ]  Passive |

\*\*\**Project scholars must be the Masters with thesis or PhD students. ‘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.*

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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 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.**

|  |
| --- |
|  |
| **Keywords \* :** |

# *\* Specify the area and content of your project by inserting a comma between the keywords.*

# 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[[3]](#footnote-3)

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

[ ]  I will apply to another project from the following categories:

 [ ]  TÜBİTAK / [ ]  EU Project / [ ]  Other

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

 [ ]  WOS / [ ]  SCOPUS / [ ]  ULAKBIM

[ ]  I will submit proceedings to conferences from the following categories:

 [ ]  National / [ ]  International

[ ]  I will make an Intellectual and Industrial Property Rights application from the following categories:

 [ ]  Patent / [ ]  Utility Model / [ ]  Industrial Design

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

[ ]  There will be at least one thesis as an output from the following categories:

 [ ]  Graduate Thesis / [ ]  Postgraduate Thesis

[ ]  Prototype

[ ]  Artistic Events and Works of Art

 [ ]  Book / [ ]  Part of Book / [ ]  Exhibition / [ ]  Documentary / [ ]  Film / [ ]  Specify (…………….)

[ ]  Other

 [ ]  Blog / [ ]  Competition / [ ]  Specify (…………….)

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, consultant, scholar, part time project assistant) must match with the names in the “Project Staff” table.

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

1. **PROJECT BUDGET**

When filling the tables below, please take into account the explanations and appropriate economic codes in the annex “BAP Budget Statements Concerning Economic Codes”. Add row to the tables below, if necessary. Prices must be calculated in Turkish Liras **(**₺**).**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCT CLASS** | **TITLE/MODEL** | **PIECE** | **PRICE (₺)** |
| Select a Product Class |  |  | 0 |
| Select a Product Class |  |  | 0 |
| Select a Product Class |  |  | 0 |
| Select a Product Class |  |  | 0 |
| Select a Product Class |  |  | 0 |
| **SUM** | **0,00 ₺** |

1 *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**

|  |  |  |  |
| --- | --- | --- | --- |
| **PRODUCT CLASS** | **TITLE/MODEL** | **PIECE** | **PRICE** |
| Select a Product Class |  |  | 0 |
| Select a Product Class |  |  | 0 |
| Select a Product Class |  |  | 0 |
| **SUM** | **0,00 ₺** |

* 1. **Project Scholar/Part Time Project Assistant Payments 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PRODUCT CLASS** | **PROJECT SCHOLARS / PART TIME PROJECT ASSISTANTS** | **WORK PERIOD** | **MONTHLY PAYMENT** | **WEEKLY WORK HOUR 3** | **GROSS PAYMENT 4** |
| Select a Payment Class |  |  | 0 |  | 0 |
| Select a Payment Class |  |  | 0 |  | 0 |
| Select a Payment Class |  |  | 0 |  | 0 |
| Select a Payment Class |  |  | 0 |  | 0 |
| Select a Payment Class |  |  | 0 |  | 0 |
| **SUM** | **0,00 ₺** |

*2* *For the project scholar and part time project assistant payments, the monthly payment amount should be based on the* [*"BAP Scholarship Payment Guide"*](https://pdo.yasar.edu.tr/en/wp-content/uploads/2022/02/BAP-Bursiyer_Asistan-Odeme-Tablosu-ENG_10.02.2022.pdf) *listed on the PDO website.*

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

*4**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**

|  |  |  |
| --- | --- | --- |
| **SERVICE CLASS** | **SERVICE NAME**6 | **PRICE5** |
| 03.5.9.90 - Other Service Purchases | E - Signature | 300 ₺ |
| Select a Service Class |  | 0 |
| Select a Service Class |  | 0 |
| **SUM** | **0,00 ₺** |

*5**A screenshot of the participation fees of the conferences you wrote to the service procurement section or a proforma invoice for your other service procurement items must be submitted.*

*6 Project coordinators are required to have electronic signatures as of 01.07.2021. It is the estimated budget expense for electronic signature fee for project coordinators who do not have an existing e-signature. Please do not change the relevant line.*

* 1. **Travel Expenses**

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

Table A 7

|  |  |  |  |
| --- | --- | --- | --- |
| **GROUP**  | **SCOPE OF THE GROUP** | **TRANSPORTATION ALLOWANCE (DAILY)** | **ACCOMMODATION (DAILY)** |
| **DOMESTIC** | **ABROAD** | **DOMESTIC** | **ABROAD** |
| **1** | Vice Rectors, Deans, Institute and School Directors, Professors, Associate Professors, Assistant Professor, Head of Departments, General Secretary, Department Head, Media Relations Coordinator, Assistant Secretary General, Directors | 400 ₺ | 60 $ | 1100 ₺ | 200 $ |
| **2** | Instructors, Research Assistants, Lecturers, Deputy Managers, Chiefs, Individual Responsible, Specialists, Officers, Technicians, Other Personnel | 350 ₺ | 55 $ | 800 ₺ | 150 $ |

*7 Travel expenses are calculated according to the “Yasar University Regulation on Domestic and Foreign Assignments and Travel Expenses of Academic and Administrative Staff”.*

 Table B

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TRAVEL GROUP** | **SCOPE****GROUP** | **TRAVELER** | **TRANSPORTATION ALLOWANCE**  | **ACCOMMODATION**  | **TRAVEL** | **SUMMARY** |
| Select a Travel Group | Choose |  | 0 | 0 | 0 | 0 |
| Select a Travel Group | Choose |  | 0 | 0 | 0 | 0 |
| Select a Travel Group | Choose |  | 0 | 0 | 0 | 0 |
| Select a Travel Group | Choose |  | 0 | 0 | 0 | 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.

 **7.6. 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** | Erdem ÇAKIROKKALI | 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 3** |
| **Revision Number** | **Reason For Revision** | **PEC Number / Decision No.** | **Date** |
|  |  |  |  |
|  |  |  |  |

*3 This section will be filled by the Project Support Office.*

1. Application Form 17.Revision: 13/08/2021 [↑](#footnote-ref-1)
2. Related to the number of researchers and consultants, additional rows can be added to the table. A person cannot be a researcher, scholar and part-time project assistant at the same time. [↑](#footnote-ref-2)
3. *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 should be sent to the Project Evaluation Commission.* [↑](#footnote-ref-3)