



# SCIENTIFIC RESEARCH PROJECT HANDBOOK

**2023**

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## FOREWORD

In the strategic plan of Boğaziçi University for the years of 2020-2024, the main strategic goals were set as “Strengthening the culture of science, research, creativity and innovation at the University” and “Increasing the resources and effectiveness of research”. The main target of the Scientific Research Projects (BAP) is to encourage qualified scientific research in line with the strategic goals mentioned in the strategic plan of our University, to encourage research life and to extend research culture in all the academic units of the University, and to create research synergy both internal and external to the University via BAP projects.

The Boğaziçi University BAP Committee, under the defined principles, utilizes all of its resources to support research projects for the purpose of creating new opportunities in research life both in the long-term within the framework of the strategic plan of the University and in the short-term concerning the current research activities; presents all available resources to the use of the Faculty and the researchers and gives priority to providing special support to the Faculty at the beginning of their careers. The Committee also supports, with special calls, the multidisciplinary research, that would open new areas of research and through collaborations, would enrich the research environment and would create research synergy in the campus; the attempts to strengthen the research infrastructure of the University; the strategic research in social sciences or humanities that would prospectively contribute to the creative solution policies; and the advanced technologies application and development studies aiming to apply for prototype production and/or patent/utility models.

BAP budget is made up of grants allocated by the government and revenues acquired from Executive and Other Graduate Programs and Revolving Funds. Budget sources are planned to be increased.

BAP provides significant amount of resources to the research activities in our University. In the years of 2017-2022, the value of BAP supported projects realized as TL 43.031.999,00 with a share of 12 % in the total research budget of TL 349.202.191,00.

In the year of 2022, BAP Committee granted a start-up budget of TL 8.337.536,61 to 76 newly approved projects; together with the additional budget supports and supports granted to projects started before 2022, a total of TL 13.589.402,27 was granted to all ongoing projects.

With the decision of YÖK (resolution number 2022-16) on the 20th of April, 2022, the “Procedures and Principles of the YÖK ADP providing Support to Research Universities” came into effect. Within this scope, 4 projects were submitted. After the evaluation by the BAP Committee, these projects were prioritised by the Rectorate and submitted to YÖK within the allocated budget limits. These 4 projects were then supported by YÖK with a total budget of TL 7.783.889 TL.

The Scientific Research Projects Handbook, prepared in order to explain how the BAP Committee operates; to provide information about the new projects and the support types that would meet the changing research needs, to give guidance in project preparation period and project application progression steps which have been processed online in “**Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması**” [Scholar Portal and Project Life Cycle Application] has been updated to include the BAP principles and application rules for the year of 2023. We wish this new version will be helpful to all the researchers in our University. We would like hereby to thank the members of the BAP Committee and the BAP Administrative and Financial Coordinators for their effort in the preparation of the handbook.

**BAP Committee**

# SCIENTIFIC RESEARCH PROJECTS -A BRIEF INTRODUCTION

Boğaziçi University Research Fund, which replaced the Research Center that had existed since the foundation of our University, was established in 1985 under Law no.2547, and took the name of Boğaziçi University Scientific Research Projects (BAP) in 2002, again by operation of law.

BAP consists of three main entities: BAP Committee, BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) and BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü). Administrative and financial operations pertaining to the research projects supported by the BAP Committee are carried out by the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) and the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü), respectively.

## **BAP Committee**

Evaluating the project applications, monitoring/supervising the ongoing projects through regular assessment of periodic reports, making decisions about all the requests regarding the projects, and finalizing the projects are activities that lie under its responsibility. All decisions related to projects are taken in accordance with the provisions of the Regulation for Scientific Research Projects in Higher Education Institutions (Official Gazette: November 26, 2016 Gazette No. 29900, Official Gazette: January 26, 2018 Gazette No. 30313 and Official Gazette: July 16, 2020 Gazette No. 31187) and the rules and principles of the BAP Committee taken within the framework of these provisions. BAP Committee evaluates the applications for the Doctorate Dissertation Awards granted to encourage research activities and to reward the young and successful researchers at the start of their careers; and upon the assignment of the Üniversite Yönetim Kurulu (ÜYK) [University Executive Board], determines which project proposals will be submitted by the University itself and which projects the University will be a partner of or contributor to, in reply to the calls made by the companies and/or institutions.

The BAP Committee of Boğaziçi University is made up in total of 11 academicians; the head who is either the Rector or a Faculty member assigned by the Rector, 8 full-time Faculty members selected by the Governing Board and 2 Institute Board members to be proposed by the Institute for Graduate Studies in Sciences and Engineering and the Institute for Graduate Studies in Social Science. The members of the Committee are appointed for four years with consideration given to the balance between the active research areas in the University.

The Directive of the Scientific Research Committee was approved by the Senate on Jan 9, 2017 under meeting no. 2017-02.

## **BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü)**

The BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) provides support to project directors regarding the administrative and academic processes like online applications, assessment, execution, and finalization of research projects to be evaluated by the BAP Committee through the “Scholar Portal and Project Life Cycle Application”, carries out the operations related to decisions to be taken by the BAP Committee, and relays these decisions to directors. The web page of the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) may be reached via the link <https://arastirma.boun.edu.tr/tr>

## **BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü)**

The BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) realizes, in accordance with the related regulations, directly or via tendering, all domestic or international goods and services procurement needs of both the BAP projects that are internally supported by the BAP Committee and the projects supported by non-university funds like Presidential Strategy and Budget

Department [Cumhurbaşkanlığı Strateji ve Bütçe Başkanlığı (CBSBB)], Istanbul Development Agency (ISTKA), TÜBİTAK, EU (AB) (FP7 and H2020) and other social funds. It also realizes the registration and the financial monitoring of project funds, and the transactions regarding the domestic/international travel allowance disbursements. The Procurement Department Directorate (Satın Alma Şube Müdürlüğü), the Budget and Accrual Service Unit (Bütçe Tahakkuk Servis Birimi) and the Support Unit for Other National and International Projects (Diğer Ulusal ve Uluslararası Proje Destek Birimi) operate under the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü), which also coordinates the transactions for scholarships and monthly payments of research personnel. The web page of the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) may be reached via the link <https://arastirma.boun.edu.tr/tr>

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# PRINCIPLES FOR SUPPORTING SCIENTIFIC RESEARCH PROJECTS

The objective of the BAP Committee is to encourage research in all academic units of the University, to extend the research culture and to provide opportunities for research in new fields.

The principle in utilizing the BAP budget is to distribute it to a maximum number of researchers to support their projects. The main expectation from these projects is that deliverables such as journal papers, patents and useful models are produced, and a synergy is created inside and outside the University.

## BAP COMMITTEE SUPPORT TYPES

### 1.1. Project Support Types

BAP project support is provided to all full-time Boğaziçi University faculty members and full-time Boğaziçi University employees holding a doctoral degree. A project starts after the application is assessed in the light of the reviewer's report and accepted by the BAP Committee and consequently the project contract is signed by the project director and the Rector or the Committee Head representing the Rector. In the same way, the project is finalized with the submission of a final report by the project director. The application and final reports are inseparable parts of the project. The project director who signs the contract is responsible to the BAP Committee for the progression, coordination, all administrative-financial processes and the finalization of the project.

In project applications made by using the Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması [Scholar Portal and Project Life Cycle Application] (will be referred to as "**Bilim İnsanı Portalı**" [Scholar Portal] in the sequel), the BAP Committee accepts new project applications of the type "Standart (P Code)" [Standard (P Code)], "Doktora (D Code)" [Doctorate (D Code)], "Tamamlayıcı Destek (M Code)" [Complementary Support (M Code)] and "Start-up (SUP Code)" anytime without restriction to call periods and dates.

Project applications of the type "Standard (P Code)", "Doctorate (D Code)", "Complementary Support (M Code)" and "Start-up (SUP Code)" may be made anytime within a year over the "**Bilim İnsanı Portalı**" [Scholar Portal] complying with the condition "A BAP project director may have maximum two projects simultaneously (except for YÖK-ADP); one being a Complementary Support Project (M Code) or a Doctorate Project (D Code)" (cf. Table 1 and Table 2).

Under this condition, a project director may have two different "Doctorate (D Code)" projects related to the research of two different doctoral students or may have two "Complementary Support (M Code)" projects, each supported by a different external project. But, a BAP project director cannot simultaneously have two Standard projects ("P" Code), two Multidisciplinary projects ("R" Code), two Infrastructure projects ("S" Code), two Advanced Technologies Application and Development projects ("TUG" Code), two Strategic Research in Social Sciences and Humanities projects ("SBA" Code), two Start-Up projects ("SUP" Code) and two projects within the scope of YÖK support provided to Research Universities ("YÖK-ADP" Code).

**Table 1: The conditions of deliverability of a second project application for different project types**

<b>Standard (P Code)</b>	D Code or M Code or <u>YÖK-ADP</u> <sup>(3)</sup>
<b>Doctorate (D Code)</b>	P Code or D <sup>(1)</sup> Code or M Code or R Code or S Code or TUG Code or SBA Code or <u>YÖK-ADP</u> <sup>(3)</sup>
<b>Complementary Support (M Code)</b>	P Code or D Code or M <sup>(2)</sup> Code or R Code or S Code or TUG Code or SBA Code or <u>YÖK-ADP</u> <sup>(3)</sup>
<b>Multidisciplinary (R Code)</b>	D Code or M Code or <u>YÖK-ADP</u> <sup>(3)</sup>
<b>Infrastructure (S Code)</b>	D Code or M Code or <u>YÖK-ADP</u> <sup>(3)</sup>
<b>Advanced Technologies Application and Development Project Support (TUG Code)</b>	D Code or M Code or <u>YÖK-ADP</u> <sup>(3)</sup>
<b>Support of projects in “Strategic Research in Social Sciences and Humanities” (SBA Code)</b>	D Code or M Code or <u>YÖK-ADP</u> <sup>(3)</sup>
<b>Start-Up (SUP Code)</b>	D Code or M Code or <u>YÖK-ADP</u> <sup>(3)</sup>
<b>YÖK-Project Supporting Research Universities (YÖK-ADP) <sup>(4)</sup></b>	P Code or D Code or M <sup>(2)</sup> Code or R Code or S Code or TUG Code or SBA Code or SUP Code

(1) It is possible to direct simultaneously, two different “D” code projects related to the research of two different students.

(2) It is possible to conduct simultaneously two different “M” code Projects under two different externally supported projects.

(3) It is possible to conduct a third project as a YÖK-ADP coded project if the first and second ongoing projects are not YÖK-ADP projects.

(4) Only if the first project is a YÖK-ADP coded one, the second project can be a SUP coded project.

Post-doc researchers working full time in projects that aim to nurture researchers such as Center for Life Sciences and Technologies, Social Policy Forum (SPF) and Academician Development in Information and Communications Technologies (TAM) may apply for a “Standard (P Code)” Project. These researchers cannot be simultaneously employed as research personnel in other BAP projects, but they can take part in the project team. Post-doc researchers may have access to the Scholar Portal [Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması] after being identified to the portal by the “BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü)”.

- a. In project applications, a full-time Boğaziçi Üniversitesi Faculty member should be mentioned as a co-director and the co-director has to submit a support letter for the project. This project will not be considered among project limits of the mentioned member.
- b. Applicants may apply only for a “Standard (P Code)” Project.
- c. Project period is 12 months.
- d. Only after the acceptance of the project final report, new projects will be assessed.
- e. Project budget ceiling [The minimum VAT included annual budget ceiling for the “Standard (P Code)” project] for the year 2023 has been determined as **TL 180.000 (VAT included) per annum**.
- f. Research personnel cannot be employed in the project.
- g. Once in a year and only under the condition that a presentation is to be made, an additional travel budget will be provided to support the participation in a scientific meeting (This excludes domestic national meetings).
- h. No extra budget will be provided other than the additional travel budget.
- i. Although the project director has priority in making use of durable movable property (equipment-materials), the liability belongs to the co-director.

As per University Senate's meeting dd. Apr.3, 2019 no. 2019-04; based on the 14th article of the "Legislation for Making Amendments in Laws and Decree-laws for Improving Industry and Supporting Production" no.7033 published in the Official Gazette dd. Jul.1,2017 no. 30111 and based on the amendments made on 30th article of the Higher Education Law no.2547 "Procedures and Principles on Contract-Basis Employment of Faculty Members Surpassed the Retirement Age Limit", Faculty members who have surpassed the retirement age limit and are currently working under contract;

- a. May proceed as director in the ongoing "D" Code Doctorate Projects and in case there is an ongoing doctorate thesis advisorship, may apply for "D" Code Doctorate Project,
- b. May apply for "M" Code Complementary Support Project,
- c. May not apply for "P" Code Standard Project Support, "R" Code Multidisciplinary Project Support, "S" Code Infrastructure Project Support, "TUG" Code Advanced Technology Application and Improvement Project Support and "SBA" Code "Strategic Research in Social Sciences and Humanities" Project Support.

#### 1.1.1. Standard Project Support (P Code Projects)

The objective is to provide support to all full-time faculty members and full-time employees holding a doctoral degree. New applications of faculty members who have received support for their previous projects are reviewed by consideration of their previous deliverables (journal paper, conference papers, theses etc.), qualification and amount of support received from other resources. **An international meeting participation support** may be granted once in a calendar year **to one graduate student (MS, MA or Ph.D.)** who is on the project team (*those students who are included in the team after the project attains an ongoing status will not benefit from this grant*) of a **"Standard (P Code)" project** provided that he/she owns studentship rights and will present a paper. The travel support is provided as an additional support apart from the project budget ceiling and 25% additional budget. (*You may have access to the travel, registration, daily allowance and accommodation budget ceilings through "Bilimsel Toplantılara Katılım (Konferans, Sempozyum, Kongre) Desteği" [Participation to Scientific Meetings Support] under the heading "Project Requests"*).

#### 1.1.2. Doctorate Project Support (D Code Projects)

This is designed to support the research projects related to doctoral theses in departments that offer doctoral programs. Doctoral students are expected to have successfully passed the thesis proposal stage. It is required to annex the doctorate thesis proposal and the related official board report to the project proposal. It is not possible to apply for a doctorate project if the graduate student has surpassed the maximum study period. It is not possible to support simultaneously more than one "D" code project related to the research of the same doctoral student. During the doctoral study of the student, a second "D" code project related to the research can be directed provided that both are not simultaneously run. **"D" code project application can only be made by the thesis advisor of the doctoral student** and be conducted in relation with the thesis of the mentioned student. "Doctorate (D Code)" projects can only be transferred to the **thesis co-advisor** who is on the project team. Only the doctoral student related to the "D" code project can be employed as research personnel (under full SGK coverage)/scholarship student in the project. In "D" code projects only doctoral students are financially supported. In case the doctoral student leaves the project, the project is terminated.

"Doctorate (D Code)" projects not only enable the researchers to lead a second project, but also provide financial support to the related doctoral student to attend scientific meetings and foreign fieldwork. Thereby, in these projects the related thesis student is expected to make a comprehensive contribution to research. The BAP Committee evaluates the impact of this contribution through periodic and final project reports by considering the following additional information. In case this additional information is not provided in the report, it will be requested from the project director. At

the time when the BAP Committee evaluates “D” coded periodic project reports, the project progress reports and the institute approvals have to be annexed to the report.

It is expected that the following information and annexes are present in the final reports of the “D” code projects when submitted to the BAP Committee for evaluation:

- If the thesis is completed, it should be annexed to the project final report and the related “D” code project should be acknowledged by citing the project code;
- If the thesis is not completed; information should be provided about its status, the expected completion date and whether a new application for a “D” code project will be submitted or not with the same student. The research involved in the thesis should be explained in a scientific reporting language; the project progress reports and institute approvals should be annexed to the report and the BAP Committee should be notified of the completion of the thesis.

Faculty members who have surpassed the retirement age limit and are currently working on contract basis under the “Procedures and Principles on Contract-Basis Employment of Faculty Members Surpassing the Retirement Age Limit”, may proceed as a director in ongoing “D” code doctorate projects. In case there is an ongoing doctorate thesis advisorship, they may apply for a “D” code doctorate project.

### 1.1.3. Complementary Support (M Code Projects)

Complementary support is provided to the Faculty member, who as a director of an externally supported project, brings in permanent resources to the University. If these projects are accepted and supported after the evaluation of external reviewers, the project director may apply to the BAP Committee for a “Complementary Project (M Code)” Support with the project proposal he/she presented to the external sources, the project acceptance document, the budget details accepted by the external source and BAP project proposal. Applications can be made anytime within a year as soon as the external resource is received. To apply for an “M” code project, in the project supported by the external sources a time over 12 months should remain prior to termination. Two “Complementary Support (M Code)” projects can proceed simultaneously. However, it is not possible to apply for a second “Complementary Support Project (M Code)” with the same externally funded project.

If under the item “machines and equipment”, a single, undividable appliance is requested; the sum of the first, second and/or 6-months budgets may be allocated to the first year. However, an additional budget, including the needs uprising from the differences in exchange rates cannot be requested until the termination of the project. In case the appliance mentioned in the project contract is not purchased, no request can be made for utilization of budget for different purposes.

Unless the ongoing project(s) is/are finalized, the new project application of a project director who has reached his/her project number limits is not put into process. The new project application is re-sent, over the system, to the project director as draft. *(Please refer to Table 1 which under the heading “Project Support Types” illustrates the conditions of deliverability of a second project application for different project types).*

The scientific meeting participation support may be granted once in a calendar year to one graduate student (MS, MA or Ph.D.) who is on the project team of a **Complementary Support (M Code) project** provided that he/she owns studentship rights and will present a paper. The travel support is provided as an additional one apart from the budget ceiling and 25% additional budget. The same rules are

applied as in the case of supports provided to doctorate students in “D” code projects to attend scientific meetings.

It is expected that the following points are taken into consideration when preparing the final reports in the “M code” projects to be submitted to the BAP Committee.

- a. The final report of the externally funded project should not be copied to the final report of the BAP project;
- b. The final project report to be submitted to the BAP Committee should be prepared so as to clearly present the differences in the scientific content covered in the final report of the externally funded project, and to emphasize the supportive attributes of the project accepted by the BAP Committee;
- c. How the scientific content of the externally funded project is complemented should be explained, the findings should be given and evaluated specifying the differences between the two studies.

Faculty members who have surpassed the retirement age limit and are currently working on contract basis under the “Procedures and Principles on Contract-Basis Employment of Faculty Members Surpassing the Retirement Age Limit”, may apply for a “M” Code Complementary Support project.

#### **1.1.4. Multidisciplinary Project Support (R Code Projects)**

Projects focusing on issues that call for multidisciplinary approach, that are contributing to universal science and/or focusing on national issues are supported with “R” code projects. The main objective of the multidisciplinary projects is to create new fields and collaborations enriching primarily the research collaboration within the campus. Having researchers in the project team from different disciplines is not sufficient for the project to be considered as a “multidisciplinary” one. The project application should be prepared from a multidisciplinary perspective and should put forward the contributions of each discipline. It is expected that at the end of the project, a comprehensive, detailed final report is submitted and deliverables such as journal papers, presentations are generated.

#### **1.1.5. Infrastructure Project Support (S Code Projects)**

The objective of the support is the reinforcement of infrastructure in our university regarding machines and equipment. Thus, long-term sharing of hardware and equipment among researchers working on different subjects is made possible. If there is a need, infrastructure projects may include software as well. In infrastructure projects it is expected that machines and equipment are purchased, calibrations are made, preliminary tests are successfully completed and machines and equipment are ready for research. It is necessary to state the results of calibration and preliminary tests in the final project report. In case a software is purchased, the software should be in operating status. This point has also to be stated in the final report. It is expected that the BAP project is acknowledged in all publications made using the infrastructure purchased in Infrastructure (S code) projects.

- a. Infrastructure projects should be prepared in such a way not to need any additional budget. No additional budget will be provided.
- b. The total budget of the project is determined at the time of project evaluation.
- c. Requests made under the item “Consumption” will not be considered.
- d. No research personnel (under full SGK coverage) can be employed and no scholarship students can be assigned under these projects.

e. The project should be planned to be completed in 12 months and budget should be requested only for the first year. If a period of 12 months is not sufficient, a periodic report should be submitted to the BAP Committee to request additional time. No budget or additional budget can be requested in the case that the BAP Committee approves the additional time.

### **1.1.6. Support of Projects in “Strategic Research in Social Sciences and Humanities” (SBA Code Projects)**

Projects under this heading are the ones to contribute to the generation of forward-looking creative solution policies to vital or potentially vital social problems. These projects are expected to make a difference in any field of social sciences and humanities. Having a broad research scope is not enough for the project to be considered a “strategic” one. The sharing of research results with the society, the executive offices and the institutions should be among the goals of the project. It is expected that a comprehensive, detailed final report is presented and journal papers, presentations and the like are generated at the end of the project.

### **1.1.7. Advanced Technologies Application and Development Project Support (TUG Code Projects)**

Projects under this heading are the ones that will satisfy at least one of the following goals: the development of new products or technology; the application of a technology in our country that is at the stage of development in the world; the application of a recently developed and applied technology in our country that has reached a certain level in the world, but has not been worked on or found a minor application in our country. Developing a prototype, applying for a patent/utility model should be among the objectives of the project. It is expected that a comprehensive, detailed final report is presented and journal papers, presentations and the like are generated at the end of the project. To enable the continuance of research, after the termination of the related project a proposal can be made for a new TUG project.

### **1.1.8. Start-Up Project Support (SUP Code Projects)**

**Faculty members with a doctorate degree, associate professors, and professors** who have been appointed and taken office **after 01.01.2023** are eligible for “Start-Up (SUP Coded)” project support in case they apply in a period of maximum 12 months after they start to work on full-time basis. The purpose of this support is to provide seed money to newly starting Faculty members to conduct original research with a high impact.

“Start-Up (SUP Code)” project application should be the first project (except for YÖK-ADP) application of the director after his/her appointment and the start of full-time work at this position. In case the first project application is made for one of the other (**P, D, M, R, S, SBA, TUG coded**) project types or the application is not made in the mentioned period, the right for “Start-Up (SUP-code)” project application is lost; retrospective rights cannot be claimed. Only in case the project director submits a petition to the BAP Committee documenting military service leave, maternity leave or a long-term health leave, an evaluation is made and the project application may be postponed to another date by counting the leave days.

- a. Project period is minimum 12 months and maximum 30 months.
- b. No additional time or budget (excluding the publication preparation support, travel, exchange rate difference) will be granted.
- c. If an additional budget is requested as a support for publication preparation, this will be evaluated on project basis.
- d. If justified, one research personnel (under full SGK coverage) can be employed or two scholarship students can take part in the project. Two research personnel cannot be employed concurrently.
- e. Consumables (toner, paper etc. provided by the department/unit that the faculty member is affiliated with) requested to meet office needs will not be supported.

- f.** In new project applications made through the BAP system, a maximum time of 3 months will be allowed at the “new application and revision” step. The evaluation of such applications will be terminated if required actions are not taken until this period. During the evaluation of Start-Up (SUP code) projects, the responses to revision requests should be submitted within the duration indicated in the decision taken by the BAP Committee. In case the review processes are not completed within the indicated time period, project applications at the “revision” status are re-sent to the project coordinator as a draft. Only in case the project coordinator documents military service leave, maternity leave or a long-term health leave with a petition, an evaluation is made and project application may be postponed to another date by counting the leave days.
- g.** In project applications made through the system and approved by the BAP Committee, a maximum time of 1 month will be allowed at the “contract pending” step. The evaluation of such applications will be terminated if required actions are not taken until this period.
- h.** The faculty members, who have been recently appointed and started to work full time, apart from the BAP support given once in a year to present papers in international scientific meetings, will be granted a second foreign travel support for 3 years starting from the date they start work to present papers, to be listeners, to participate in workshops, to develop joint projects or to initiate collaborations. If the travel support provided twice a year is requested to participate as a listener but not to present a paper, to participate in a workshop, to develop joint projects or to initiate collaborations, a detailed explanation about the nature and the necessity of travel is to be presented to the BAP Committee. Dates of foreign travel to develop joint projects or to initiate collaborations need to be planned accordingly and the travel requests are to be submitted timely. Travel opportunity will be lost if it cannot be used in the pertinent calendar year.
- i.** The faculty members, who are currently receiving “Start-Up (SUP Code)” project support, are eligible to apply for “Doctorate (D Code)” or “Complementary Support (M Code)” project supports. However, “D” code project support is assessed within the annual ceiling of TL180,000 (VAT included).
- j.** The budget of Start-Up projects is finalized during application. A periodic report is required at the end of each 12-month period. After the submission of this report, the budgets of the second or the third year (last 6 months) are transferred to the project. In procurements and expenditures, the project director has to consider the total budget decided by the BAP Committee.
- k.** “Standard (P Code)” or “Doctorate (D Code)” projects submitted after the termination of the Start-Up project are assessed within the annual ceiling of TL180,000 (VAT included). (This corresponds to 50 % of the maximum budget allowed for Standard (P Code) projects).
- l.** The total project budget ceiling for the “Start-Up (SUP Code)” projects is TL 475,000 (VAT included).
- m.** Requests made for an additional budget due the changes taken place in exchange rates, will be evaluated by the BAP Committee if the application is made in a period of maximum 3 months after the start-up of the project.
- n.** In all ongoing projects the additional budget requests made due the changes in exchange rates, should amount maximum to TL 90,000 (50 % of the maximum budget allowed for Standard (P Code) projects).
- o.** Unless it is really necessary, no changes should be made in the essence, the director, the team, the calendar, the budget, the distribution of budget, the name/surname of employed personnel, the working period of personnel, the list of machines and equipment/consumer goods of a project. If there is a need for a change, the BAP Committee should be informed for approval. No changes should be made without approval.
- p.** A change in project directorship is not allowed within the scope of Start-Up (SUP Code) projects. However, a request can be made for the suspension of the project.
- q.** Project applications will be assessed on project basis, within the allocated BAP budget and the free grants of the Ministry of Finance.



### 1.1.9. Support of the Higher Education Council (YÖK) for Research Universities (“YÖK-ADP” Code Projects)

**The projects within this scope** aim to increase the competitive power of research universities in the international field. The goal of this program is to enable the research universities to increase their research and development activities within the scope of the 11. Development Plan and produce an outcome with a high added value. The goal is also to increase the publication numbers and brand values of these universities.

With the decision of YÖK (resolution number 2022.16) on the 6th of April, 2022, the Procedures and Principles of the YÖK ADP providing Support to Research Universities came into effect. The financial support to be provided within this framework is yearly determined by the Strategy Budget Directorate of Presidency (Cumhurbaşkanlığı Strateji Bütçe Başkanlığı (CBSBB)), according to YÖK’s yearly performance evaluation. YÖK determines to which areas the resources will be allocated. YÖK also coordinates the project processes and evaluates the use of resources. The allocated grant will be used in accordance with BAP procedures for research projects in the fields “health, social sciences and advanced technologies”, as seen in the document about the matching of universities with focus areas (YÖK-Araştırma Üniversiteleri Üniversite Bazında Odak Alan Eşleştirmeleri). After the evaluation of the BAP Committee, project proposals are first led to the Rectorate. Then, a prioritisation is made by the Rectorate based on the Performance Monitoring Criteria for Research Universities, and these proposals are then led to YÖK. The projects, that are accepted by the Council of Higher Education (YÖK), receive funding after transfer of allowance by CBSBB, thus the project evaluation/approval duration is completed.

The project proposals have to be prepared for a maximum of 24 months. In these projects, at most 4 graduate students of our university can be simultaneously employed (2 students under full SGK coverage and 2 graduate scholarship students).

Project applications of this type are prepared and submitted using the website [www.adp.boun.edu.tr](http://www.adp.boun.edu.tr). Until the end of October 2022, researchers (full-time faculty members with doctoral degree) who have registered to the BAP Portal ([www.bap.boun.edu.tr](http://www.bap.boun.edu.tr)) and who have filled in the required areas to submit a proposal, can access the website <https://adp.boun.edu.tr/bounbap/asistant/main.htm?lang=tr> with their username and password to prepare a new project proposal and to submit it.

After October 2022, researchers who have completed their registration to the BAP Portal ([www.bap.boun.edu.tr](http://www.bap.boun.edu.tr)) must also register to the YÖK Portal (<https://adp.boun.edu.tr/bounbap/asistant/main.htm?lang=tr>) to complete the registration process and fill in the required areas for submission of a new project proposal.

Researchers who are not registered in both systems yet, have to complete this and fill in the required areas for submission of a new project proposal.

*(Please consider for the registration process the heading “3. Bilim İnsanı Portalına Kayıt ve Giriş İşlemleri” (3. Registration and Access to the BAP Portal) under the main heading “BAP Komisyonuna Proje Başvuru Süreci”(Project Application to the BAP Committee)).*

*(To fill in the required areas for the purpose of submitting a new project proposal, please consider the heading “Proje Başvuru Adımlarına Geçiş İşlemleri” under the main heading “BAP Komisyonuna Proje Başvuru Süreci”.)*

## 1.2. Project Support Volume

Annual project budget support ceiling for Standard (P Code)” and “Doctorate (D Code)” projects is determined every year by the BAP Committee. The annual budget ceilings for the “P” and/or “D” code project applications of the project director to be considered within the first 3 project years (The first 3 project years indicates total duration of 30 months.) are determined separately.

**For the year 2023, the annual support ceiling for the first 3 years is determined as TL 200.000 (VAT included) and for following years as TL 180,000 (VAT included) [The minimum annual budget ceiling for the Standard (P Code) projects including VAT].**

For multi-annual projects (18 or 30 months), the budget requested for the last 6th-month period should be half of the annual ceiling.

The total project budget ceiling for the “Start-Up (“SUP” Code)” projects is TL 475.000 (VAT included). A “Standard (P Code)” or a “Doctorate (D Code)” project submitted after the closure of a “Start-Up” (SUP Code)” project will be assessed within the annual ceiling of TL 180.000 (VAT included) [The minimum VAT included annual budget ceiling for the Standard (P Code) project]

Budget for the “Complementary Support (M Code)” projects are determined on project basis considering the actual inputs and using the following ratios:

When from the total budget **(A)** of externally funded project, overheads, PTI’s, scientific meeting participation support, conference/ workshop organization support, salaries/consultancy fees of project director/faculty members, department/dean’s office/rectorate shares have been deducted **(B)**, the budget of the “M” code project should not exceed 40% of the remaining value  **$((A-B)*0.4)$**  and will be limited to **TL250.000 (VAT included)** per annum. However, if after these deductions **40%** of the remaining value **is less than the budget ceiling of a Standard (P Code) project, the budget ceiling of TL 180.000 (VAT included)** is applied. [the annual minimum budget ceiling for Standard (“P” Code) projects (VAT included)]

In case the device requested under the Complementary (M code) project budget is a single, undividable one; the sum of the first and second year budgets may be allocated to the first year. However, an additional budget, including the needs uprising from the differences in exchange rates, cannot be requested until the termination of the project. In case the device mentioned in the project contract is not purchased, no request can be made to utilize the budget for different purposes.

Applications for “Multidisciplinary Support (R Code)”, “Infrastructure (S Code)”, “Strategic Research in Social Sciences and Humanities” (SBA Code)” and “Advanced Technologies Application and Development Project Support (TUG Code)” projects are assessed on project basis and within the total reserved BAP budget ceiling.

For the year 2023, the total budget ceiling for “Multidisciplinary (R Code)” projects are TL800.000 (VAT included); the total budget ceiling for the “Strategic Research for Social Sciences and Humanities (SBA Code)” projects are TL500.000 (VAT included); the total budget ceiling for the “Infrastructure (“S Code)” projects are TL1.000.000 (VAT included) and the total project budget ceiling for the “Advanced Technologies Application and Development (“TUG” Code)” projects are TL1.000.000 (VAT included).

In project assessment and selection, priority is given to long-term projects that are utmost compliant with international scientific standards and are capable of creating synergy inside and outside the university. In high-budget projects (budgets over TL 200.000), allocation of a 25% additional budget is not a standard procedure. BAP Committee evaluates the additional budget requests in high-budget projects on project basis and within the BAP budget.

**Table 2: The budget ceilings and the application times for different project types**

Project Type	Annual Budget Ceiling*	Total Budget Ceiling TL	Time to Apply
Standard Project (P Code) and Doctorate Project (D Code) (For the first 30 project months of the project director)	200.000		<u>Anytime within a year</u>
Standard Project (P Code) and Doctorate Project (D Code)	180.000		<u>Anytime within a year</u>
Start-Up Project (SUP Code)		475.000	<u>Anytime within a year</u>
Multidisciplinary Project (R Code)		800.000	In March with a special call.
Infrastructure Project (S Code)		1.000.000	In March with a special call.
Support of projects in "Strategic Research in Social Sciences and Humanities" (SBA Code)		500.000	In March with a special call.
Advanced Technologies Application and Development Project Support (TUG Code)		1.000.000	In March with a special call.
Support to Research Universities by YÖK (YÖK-ADP Code)	<b>3.000.000</b>		Special call
Complementary Support Project (M Code) Project	The calculation of maximum project budget is based on the total budget of externally funded project (A). The overheads, conference support, workshop, conference organization expenses etc., and salaries to faculty members/consultants (B) will be deducted from the total budget of externally funded project. Then 40% of this value ((A-B) *0.4) is taken as the total allocable budget within annual budget ceiling. The maximum annual budget supplied to the project is TL 250,000 (VAT included). If the same calculations are done and 40% of the rest ((A-B) *0.4) is lower than the budget ceiling of Standard (P code) projects, the annual minimum Standard (P code) project ceiling (VAT included) will be applied.		<u>Anytime within a year</u> as soon as the external resource is received

\* For the multi-annual projects (18 or 30 months) the budget requested for the last 6th-month period should be half of the annual ceiling.

# PROJECT APPLICATION TO THE BAP COMMITTEE

## 1. PROJECT CALL CALENDAR

New project applications of type “Standard (P Code)”, “Doctorate (D Code)” and Start-up (SUP Code)” can be made anytime within a year without restriction to specific call periods or dates. (cf. Table 2)

Applications for “Complementary Support (M Code)” projects can be made anytime within a year as soon as external resources are received. (cf. Table 2)

Applications for “Multidisciplinary (R Code)”, “Infrastructure (S Code)”, “Strategic Research in Social Sciences and Humanities” (SBA Code)” and “Advanced Technologies Application and Development Project Support (TUG Code)” projects are made every year in March-April under a common call. Every year the requirements and the call dates regarding the applications are announced in January. Yearly a special call is made for YÖK projects that support Research Universities (YÖK-ADP Code). (cf. Table 2).

New project applications are made over the “**Bilim İnsanı Portalı**” [Scholar Portal] in compliance with the condition: “**A BAP project director may simultaneously have maximum two projects (Except for YÖK-ADP); one being a “Complementary Support Project (M Code)”, the other being a “Doctorate Project (D Code)”**” (cf. Table 1).

## 2. IMPORTANT POINTS TO CONSIDER IN PREPARATION OF PROJECT APPLICATIONS

While preparing for projects, the following points should be taken into consideration:

- a. Before new project applications are submitted to the BAP Committee through the Scholar Portal, national/international journal papers published in the last 5 years, in which the support of Boğaziçi University BAP is acknowledged with a code, but which do not appear in the system yet, should be entered to the Scholar Portal to be included in project outputs.
- b. Participants/subjects who take part in the surveys/experiments done abroad cannot be reimbursed as individual service procurers.
- c. House rental/room fee incurred in the foreign fieldwork abroad is reimbursed only if it is invoiced.
- d. In the case of software or machine-equipment purchase, no fees are provided for additional training and/or consultancy.
- e. Only graduate students registered at Boğaziçi University can be employed as research personnel (under full SGK coverage). Undergraduate students cannot be employed.
- f. In BAP projects, procurements of projectors, tablet pen, fume hood, air conditioner, presentation control unit, printer (including multifunctional printers) and internet connection are not made and (as per the legislation) budget support for conference/workshop organization is not provided.
- g. In BAP projects, budget support is not provided for infrastructure services like electricity and water installations; fume hood installations, modification and construction work that could be executed by the Directorate of Construction Works.
- h. In BAP projects, photocopy allowance is not provided for reproduction of theses, booklets, and pamphlets etc.
- i. If liquid nitrogen is needed, it should be provided, instead of BAP, from İleri Teknolojiler AR-GE Merkezi Laboratuvarı (Advanced Technologies Research and Development Center Laboratory) by paying a fee.
- j. Periodicals and the like are not purchased and postal service costs are not covered (The reason is that postage needs to be paid at the time of transaction and BAP cannot refund retrospectively).

- k. Purchases of rare books to be used in the projects in social sciences and humanities are assessed on project basis. Support is not provided for books available at the University Library.
- l. As it is possible to print posters rapidly and free of charge at the Boğaziçi University printing house, no budget is allocated for this item.
- m. In published or in-preparation deliverables like journal papers, books, theses etc. that are generated from BAP projects, it is necessary to acknowledge the financial support of Boğaziçi Bilimsel Araştırma Projeleri (BAP) by mentioning the project code (*BÜ Bilimsel Araştırma Projeleri tarafından.....kodu ile or by Boğaziçi University Research Fund Grant Number.....*). Deliverables which do not include an acknowledgement with a BAP project code are not considered as products of that project. Likewise, utmost attention should be paid to acknowledge the support of BAP by citing the project code in master's theses and doctoral dissertations. For all published deliverables that acknowledge the BAP support by citing the project code, a Ürün Sunum Talebi (Deliverable Presentation Request) can be made over the "Bilim İnsanı Portalı" [Scholar Portal]. Acknowledgements are closely reviewed in the following project period at the stage of project assessment.
- n. Starting with the 2009 Fiscal Year, grants allocated to the projects will be available throughout the project period. It is mandatory that they are spent in accordance with the project calendar. Unspent project grants are automatically transferred to the following year.
- o. In projects for which the BAP Committee approved the extension of time due to compelling reasons, the budgets may be automatically extended to the following year.
- p. As per the legislation, it is not possible to spend or transfer the residual amount of a project budget in/to a different project.

### 3. REGISTRATION AND ACCESS TO THE "BİLİM İNSANI PORTALI" [SCHOLAR PORTAL]

Starting with the year 2010, the BAP Committee accepts new project applications online through the system "Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması" [Scholar Portal and Project Life Cycle Application]. The system can be accessed via [www.boun.edu.tr](http://www.boun.edu.tr) link, using Faculty main web page, under "BAP" menu or via <https://bap.boun.edu.tr>. (In order to submit a project proposal within the scope of YÖK-ADP the website <https://adp.boun.edu.tr> has to be used.) First of all, registration to the system should be completed. For this, click on the button "Uygulamaya İlk Kez Girmek İçin Tıklayınız" [Access the Application for the First Time button], write down your "Kurum Sicil No." [Workplace Registration Number] and "T.C. Kimlik/Yabancı Kimlik No" [Turkish ID No./Foreign ID No.] and confirm (by clicking the "Kaydet" [Save] button) if what you see on the screen is correct. Then, the system can be accessed by using the "Kurum Sicil No." [Workplace Registration Number] as username and "T.C. Kimlik/No." [Turkish ID No./ Foreign ID No.] as password. Post-doc researchers can access the system after they are identified by the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü). To change the password, "Bilim İnsanı" [Scholar] tab, "Diğer" [Other] menu and "Şifre Bilgilerim" [My Password Information] link may be used.

Project directors may access the system by using their "Kurum Sicil No." [Workplace Registration Number] and passwords and reach new project application steps under "BAP Projelerim" (My BAP Projects) tab.

*(Detailed information about what transactions can be done using the "Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması" [Scholar Portal and Project Life Cycle Application] other than project application are given under the same heading.)*

### 4. PROGRESSION TO PROJECT APPLICATION STEPS

Click on "Bilim İnsanı" [Scholar] tab "Bilgiler" [Information] menu "Kimlik Bilgilerim" [My ID Info.] "İletişim Bilgilerim" [My Contact Info] "Eğitim Bilgilerim" [My Education Info] and Click on "Akademik Faaliyetler" [Academic Activities] menu "Yayınlarımlarım" [My Publications] - (+ekle linki) [+add link] "Araştırma Alanlarımlarım" [My Research Fields] and Click on "Projelerim" [My Projects] tab by clicking

on “**Yeni Proje Başvurusu İçin Tıklayınız**” link [Click for New Project Application link] (this link is on the upper left hand side of the screen) and “**Başvuru Adımlarına Geçiş**” [Progression to Application Steps] [**New Project Application Steps**] button at the bottom of the page. “**Yeni Proje Başvuru Adımları**” [New Project Application Steps] cannot be accessed without filling in the mandatory information.

## 5. PREPARATION OF THE PROJECT APPLICATION

Project application is made over the system by filling in “**Genel Bilgiler**” [General Info.] “**Proje Özeti**” [Project Summary] “**Anahtar Sözcükler**” [Keywords] “**Proje Ekibi**” [Project Team] “**Proje Takvimi**” [Project Calendar] “**Proje Talep Listesi**” [Project Request List]” fields and “**Proje Metni**” [**Project Proposal**] is uploaded by using “**Formlar**” [Forms] link (select and download the proposal relative to the project type, fill it in, review and upload to the system by clicking “**Göz At**” [Review] button.)

### 5.1. General Information

First select the Project Support Type; then fill in the name of the project in Turkish or English, (if there is any) volume of resources acquired from other companies/institutions (mandatory for “M” code projects), project period, whether test subjects are going to be used or not in the project and the other fields that are relevant to the selected project support type (For doctoral projects; stating the name and the surname of the student who has successfully passed the doctorate thesis proposal stage is mandatory).

The system allows you to choose the project period as 12, 18, 24 and **maximum 30-months**. “**Proje Süresi**” [Project Period] can be minimum 12 and maximum 30 months. **The first project year starts following the signing of project contract and lasts for 12 (twelve) months**. Project periods can be selected from the system in 6-month intervals. In projects lasting 18 and 30 months, the budgets of the second year and/or last 6 months will be evaluated according to the selected period of time. In case there is a need for a change in project period, this amendment should be made before moving to the “**Proje Talep Listesi**” [Project Request List] step. **It is not possible to change the project period after filling in the Project Request List. For amendment, it is necessary that the Project Request List be deleted, the project period amendment be made and the request list be filled again.**

In the “**Proje Bütçesi**” [Project Budget] field, the total budget to be requested from BAP cannot be entered manually. The amount entered at the step “**Proje Talep Listesi**” [Project Request List] will automatically reflect to this field. Budget can be entered manually only to the field “**Diğer Kaynaklar**” [Other Resources] (if there is any other support).

When YÖK-ADP proposals are made, the focus area and/or the sub-area have to be entered into this section. For this purpose, the website <https://arastirma.boun.edu.tr/tr/bap/bap-idari-koordinatorlugu/duyurular-treng> can be accessed that gives information about the “**Research Universities in the YÖK ADP program and their Matching with Focus Areas**”.

In case human beings are used as test subjects in the project, even if experimental data have been previously collected, approval of one ethics committee (either **SBINAREK** or **FMINAREK**) under the “**Boğaziçi University Human Testing Ethics Committees**” (*Boğaziçi Üniversitesi İnsan Araştırmaları Etik Kurulları*) is required. The approval of the ethics committee has to be obtained within a year from the date of project application. This approval has to be granted to the respective project and the project director. In the approval letter received from the ethics committee, the project title should be the same as in the project submitted to the BAP Committee.

For other issues, at the time of submission to the BAP Committee for support, the research project must be simultaneously submitted to the related ethics committee (“**Dış İlişkiler Etik Kurulu**” [External Relations Ethics Committee], “**Çevre Etik Kurulu**” [Environmental Ethics Committee],

“Boğaziçi Üniversitesi Kurumsal Hayvan Deneyleri Yerel Etik Kurulu” [Boğaziçi University Institutional Animal Testing Local Ethics Committee]) for approval. If at the time of project application no approval has been yet received from the respective ethics committee, the petition letter submitted to the ethics committee should be annexed to the project proposal. In case the BAP support is granted, the ethics committee approval and all the documents submitted to the ethics committee should also be submitted to the BAP Committee. Only after these documents are received, the decision is finalized, the project contract is signed and the project takes the status of an ongoing one. Permissions from the Provincial Directorate for National Education should be received within one year starting from the project application date and should be received for the project applied for. The project title mentioned in the permission should be the same as in the new project submitted to the BAP. For research project applications planned to be proceeded within jurisdiction of Ministry of Family Labor and Social Services, Children Services General Directorate, first the Education and Publication Office Directorate should be contacted and sought for approval via Provincial Directorates of Ministry of Family Labor and Social Services or Ministry Main Services Units. Approvals obtained from the ethics committees of other institutions or universities must be approved by the relevant Ethics Committees of Boğaziçi University.

If at the time of project application no approval has been received yet from the respective ethics committee, the petition letter submitted to this committee should be annexed to the project proposal. This petition letter submitted is uploaded to the system as a single document. The upload area is activated after the “Evet” [“Yes”] box is ticked and the document is uploaded to the system by clicking the “Göz At” [Review] button. *(In case the BAP support is granted, the ethics committee approval and all the documents submitted to the ethics committee should also be submitted to the BAP Committee. Only after these documents are received, the decision is finalized, the project contract is signed and the project takes the status of an ongoing project.)*

After finishing all these steps and clicking on the “Kaydet” [Save] button “Proje Başvuru Taslağı” [Project Application Draft] is created. This project application draft may be reached by clicking on “Projelerim” [My Projects] tab / “Proje Destek Türü” [Project Support Type] / “Proje Başlığı” [Project Heading], respectively.

### 5.1.1. Project Summary and Extended Summary

In this field, the project summary and the extended project summary are written both in “Türkçe” [Turkish] and İngilizce” [English] and then the “Kaydet” [Save] button is clicked on.

“Genişletilmiş Özet” [Extended Summary] is sent to external reviewers (outside the committee) together with an invitation letter for review. The reviewers decide whether or not to evaluate the project after reading the “Genişletilmiş Özet” [Extended Summary]. The full application form is sent via the system only to those reviewers who accept the invitation. It is recommended that the “Genişletilmiş Özet” [Extended Summary] should be written with this in mind and not to exceed 4000 characters.

### 5.1.2. Project Proposal

The template is downloaded to the computer by clicking on “Formlar” [Forms] and by clicking on “Proje Metni” [Project Proposal] in Turkish or English depending on the related “Proje Destek Türü” [Project Support Type] and uploaded back to the system after filling in by using the “Göz At” [Review] button. Then it is saved by selecting “Kaydet” [Save] button. In proposals, the language used (English or Turkish only) has to be consistent. For different projects types, different templates can be downloaded from the system.

### 5.1.3. Keywords

At least two keywords should be filled into this field. Keywords are added to the project application by using the main and/or the subfields by clicking on **“Anahtar Sözcükler Ekle”** [Add Keywords] button and finally **“Ekle”** [Add] button. The keyword selected from the field in Turkish and added by clicking on **“Ekle”** [Add] button reflects automatically to the field in English. Starting from the third keyword field, data are entered manually in Turkish and in English. After completion, the data must be saved by clicking on **“Kaydet”** [Save] button.

### 5.1.4. Project Team

Project team is created by using **“Personel Veri Tabanından Ekle”** [Add from the Personnel Database] link and by clicking on the name/surname of the related personnel under the related faculty/department. If the person to be added to the project team is not available in the personnel database; the assisting researchers who are not present in the personnel database; the researchers from other outside institutions and graduate students may be added manually by clicking on the **“Ekle”** [Add] button. After completion, the data must be saved by clicking on **“Kaydet”** [Save] button. **“Proje Ekibi”** [Project Team] is mainly a field in which researchers, who contribute to the work in the project but are not paid from the project budget, are added. Researchers who will be paid from the project as research personnel or scholarship student should already be budgeted in the request list of project application. Researchers who will receive a salary from the project can be added to the project team if the project directors deem it appropriate.

### 5.1.5. Project Calendar

Click on the **“Takvimi Düzenle”** [Organize the Calendar] link. Add a new line by selecting the **“Yeni İş Paketi”** [New Job Package] button and fill in the description of the job. Then timeline is created by clicking on the months under the **“Aylar”** [months] column starting from the first month till the last month of the project. To enter a new job and to fill in the period of work, you may click on the **“Yeni İş Paketi”** [New Job Package] button and create the project calendar. Each created line can be deleted by clicking on the little button under it. Then, click on the **“Kaydet”** [Save] button.

### 5.1.6. Project Request List

The first 3 project years indicate the total period of 30 months. The project year starts following the signing of the contract and lasts for 12 (twelve) months. Project years may be selected in 6 month intervals. In projects lasting 18 and 30 months, the budgets of the second year and/or last 6 months will be evaluated according to the selected period of time. In multi-annual projects (18 or 30 months), the budget requested for the last 6th-month period should be half of the annual ceiling.

In case the project period has to be changed, the amendment should be made before moving on to the **“Proje Talep Listesi”** [Project Request List] step. **It is not possible to change the project period after filling in the Project Request List. For amendment, it is necessary that the Project Request List be deleted, the project period amendment be made and the “Proje Talep Listesi” [Project Request List] be filled again.** For applications in which the project period is defined as 12 months, budget is requested only for the first year.

For applications in which the project period is defined as 24 months, the budget for the second year and for projects for which the project period is defined as 18 or 30 months, the project budgets for the second and the third years (last 6 months) should be projected in the **“Proje Talep Listesi”** [Project Request List]. Budget cannot be requested from the BAP Committee for the following years unless they are included in the original **“Proje Talep Listesi”** [Project Request List] covering the whole period. The requests for opening the second or third year budgets should be submitted to the BAP Committee over the **“Bilim İnsanı Portalı”** [Scholar Portal] within the project year the budget belongs to. Budgets not requested in the pertinent project year cannot be requested or opened to use retrospectively.



At the stage of preparation of the Project Request List, in case international procurement is necessary and definite, budget for customs and the like should be added at a certain ratio to the cost of goods in TL that is calculated by the conversion based on the exchange rate on the mentioned date. Therefore, during the preparation of project budget, the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) can be contacted for support.

Based on the decree mentioned in the 1/3-g article of the Law on Value Added Tax (KDV), 18% tax should be included in the costs of laboratory and analysis services provided for scientific projects by the Directorate of Revolving Funds (Döner Sermaye İşletme Müdürlüğü).

**“Proje Talep Listesi”** [Project Request List] is made up of the following **“Bütçe Talep Kalemleri”** [Budget Request Items]:

#### **5.1.6.1. Machines and Equipment Procurement Request Item**

Request for procurement of machines and equipment like computers, computer peripheral units (hard disc, mouse, keypad), construction equipment, magnetic mixer, vacuum pump, pH meter set, image detection device, thermostats, motor pump, heating furnace, vibrator, strain gauge, metal processing machine, recorder, video camera, stepper motor, Quartz basin, optical reader, piston pump, autoclave and for their maintenance expenses should be made under this budget item. A new pop-up menu is opened for each machine and equipment to be requested and added to the list. For each procurement of machines and equipment request-over TL 30.000, the technical specifications and proforma invoice should be uploaded using the pop-up menu.

#### **5.1.6.2. Software Procurement Request Item**

Request for software and license procurement should be made under this budget item. Procurement of software licensed to our University is not supported by the BAP Committee. The list of software (Ansys, Mathematica, Matlab, , Office, Solidworks, Spss, Windows, Team Viewer etc.) can be accessed via the BIM website (by clicking the **“Bilgisayar Desteği”** [Computer Support] sub-menu under the **“Hizmetler”** [Services] menu) and the Library website (by clicking the **“Veritabanları”** [Databases] sub-menu under the **“Elektronik Servisler”** [Electronic Services] menu), respectively. For other software (EndNote, Mendeley and Grammarly etc.) related departments may be contacted for support.

#### **5.1.6.3. Consumer Goods and Materials Procurement Request Item**

Request for procurement of all goods and materials used entirely for consumption purposes like stationery, paper, pen, CD’s, microchips, toners, various laboratory materials, office supplies, fuel and oil, feed, food and beverage, livestock procurement and care should be made under this budget item. A detailed list of the materials to be purchased (laboratory materials, various chemicals, other consumption goods list etc.) has to be given along with the costs. For consumer goods over TL 30,000, a proforma invoice should be uploaded using the pop-up menu by clicking on **“Göz At”** [Review] button under the consumption goods pop-up menu.

#### **5.1.6.4. Service Procurement Request Item**

When services are purchased from a person (real person) who does not have to prepare an invoice or a document to replace an invoice, the payment will be made by preparing a **“Harcama Pusulası”** [Spending Bill]. **The net payment to the beneficiary is made after the legal deduction of 20% to cover the income tax.** Utmost care should be paid to this issue at the step of budget planning.

As of 2022, surveyor requests are not supported for new project applications. Instead of this, assignment of scholarship students should be requested.

For BAP projects, service procurement cannot be made from research assistants, public officials and research personnel who are already employed in projects.

Photocopying expenses in foreign countries can be covered only with advance payment. The advance payment must be requested before the field trip and an invoice (prepared in the name of Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri Bebek/İstanbul) must be submitted upon return; the residual advance should be returned and the advance should be paid off.

#### 5.1.6.5. Travel Allowance Request Item

Under this budget item, requests can be made for domestic field studies (and for international studies, if necessary) if they are essential to the project. At the proposal stage, the fieldwork has to be mentioned. In order to conduct domestic or foreign fieldwork, at the time of project application a travel allowance must be requested along with a detailed justification.

Only the project director can participate in foreign fieldwork (except the doctoral students in “D” code projects).

For foreign fieldwork lasting longer than 2 months, first a permit must be received from ÜYK [University Executive Board] and a copy of it must be submitted to the BAP Committee. In this request, the duration of the stay, costs for the daily allowance, the accommodation and the travel, the names and surnames of participating researcher(s), their capabilities, justification of the fieldwork and its contribution to the project should be mentioned in detail. The annual ceiling applied for “Yurtdışı Arazi-Saha Çalışmaları” [Foreign Fieldwork] is **TL 40.000**.

Doctoral students working solely in “D” code projects may get support for foreign fieldwork provided that it is related to the project topic. **Doctoral students may be supported once in a year only for a maximum of 1 month; the ceiling of support for travel, daily pay and accommodation cannot exceed TL 30.000 and cannot be used in parts.** Doctoral students cannot receive travel support for participating both in scientific meetings and foreign fieldwork in the same year.

No daily payment is made or travel allowance is given for fieldwork within the borders of İstanbul city.

The foreign fieldwork expenses of a project director, who is on long-term appointment by ÜYK [University Executive Board] or on official leave (military service leave, sick leave, maternity leave, unpaid leave, second 3-month appointment abroad etc.) cannot be covered due to the need for transferring the directorship of the project and joining the project team *[(In foreign fieldwork, only the project director (except for the doctorate students in “D” code projects) is supported], even if it was approved by the project contract.*

No support is rendered for participation to summer schools. **Domestic or international travel allowance for participating scientific meetings should not be included in the project applications.** Registration fee, daily pay, transportation and accommodation expenses are covered by travel additional budget after the project is accepted and the foreign travel becomes definite. *(Detailed information about support for participating scientific meetings may be found under “Proje Talepleri” [Project Requests] heading under “Seyahat Ek Bütçe Talebi” [Additional Travel Budget Request].*

#### 5.1.6.6. Research Personnel Employment (under full SGK coverage) and Scholarship Request Item

The points shown in **Table 3** below should be taken into consideration with regard to the status of Boğaziçi University graduate students and scholarship students who can be employed/assigned to

BAP projects and the amount of payment made to them. Accordingly, it should be clearly stated in the project application form under which of these two statuses graduate students will be taking part.

Based on the annex no. 34 of the Higher Education Law no. 2547 and within the scope of the “Procedures and Principles on Contract-Basis Employment of Post-Doc researchers in Higher Education Institutions”, in BAP projects post-doc researchers cannot be employed as a research personnel under full SGK coverage.

Boğaziçi University graduate students can be employed/assigned on monthly payment basis in BAP projects under two different statuses.

**Table 3: The statuses of Boğaziçi University graduate students who can be employed/assigned in BAP projects**

BAP Project Types	Employment as a research personnel (under full SGK coverage)/ Assignment as a scholarship student (The maximum number of research personnel/scholarship student in a BAP project simultaneously are mentioned.) (It is possible to employ/assign less personnel.)
Standard Project (P Code Projects)	1 graduate student research personnel (under full SGK coverage) or at most 2 graduate scholarship students simultaneously
Doctorate Project (D Code Projects)	1 doctorate thesis student (under full SGK coverage) or 1 doctorate thesis scholarship student
Complementary Project (M Code Projects)	1 graduate student (under full SGK coverage) or at most 2 graduate scholarship students simultaneously
Start-Up Project (SUP Code Projects)	1 graduate student (under full GK coverage) or at most 2 graduate scholarship students simultaneously
Multidisciplinary Project (R Code Projects)	At most 2 graduate students (under full SGK coverage) simultaneously or at most 1 graduate student (under SGK coverage) and 2 scholarship students simultaneously
Infrastructure Project (S Code Projects)	Research personnel cannot be employed or scholarship students cannot be assigned.
Advanced Technologies Application and Development Project Support (TUG Code Projects)	At most 2 graduate students (under full SGK coverage) simultaneously or at most 1 graduate student (under full SGK coverage) and 2 graduate scholarship students simultaneously
Strategic Research in Social Sciences and Humanities Project Support (SBA Code Projects)	At most 2 graduate students (under full SGK coverage) simultaneously or at most 1 graduate student (under full SGK coverage) and 2 graduate scholarship students simultaneously
Support to Research Universities by YÖK (YÖK-ADP Code)	At most 2 graduate students (under full SGK coverage) and graduate scholarship students simultaneously

#### 5.1.6.6.1. Employment of Research Personnel (Under Full SGK Coverage) Request Item

As per the 13th article, (3)rd item of the “Regulation about Scientific Research Projects in Higher Education Institutions” (dated Nov 26th, 2016 and Official Gazette dated 29900) about Personnel Employment prepared based on the ADDITIONAL 28th clause added by the 21st clause of the law number 5917 dated June 25th, 2009 of the Law of Higher Education number 2547, “For scientific research projects, unless it is projected to employ personnel in the approved project, personnel cannot be employed and payment cannot be made under private budget. For projects named Rectorate Scientific Research Projects listed in the investment program of the year, according to the assessment of the related university committees; and for all the other projects in the technological research sector, according to the assessment of the Presidential Strategy and Budget Department personnel may be hired in the projects on contract basis, in compliance with the legislation. BAP personnel are hired according to the provision stating “Payments that are mandatory as per the

related law may be made only if they lie within the total project cost.” Grant to be allocated for employing personnel in BAP projects is assessed annually by the BAP Committee in a way not to exceed the 20% of the BAP total general budget of the fiscal year.

Since 2010, in the period limited to the project, Boğaziçi University graduate students can be employed in BAP projects under full SGK coverage. Students and researchers working in this status are employed as a 4/B employer under fixed-term contract. Graduate students of foreign nationality cannot be employed under this status.

The gross salary paid to a researcher cannot be under the minimum salary determined by the “**Asgari Ücret Tespit Komisyonu**” [Minimum Salary Determination Committee]. “**Asgari Ücret**” [Minimum Salary] is the law-reinforced minimum salary and cannot exceed the ceilings determined by the Ministry of Finance and the State Personnel Directorate. Therefore, the BAP Committee determines annually the minimum and maximum costs of research personnel considering the respective laws and the qualification of researcher.

For the year 2023, project directors have to determine the “**Research Personnel Employment**” to be within the project budget limits and between;

**Minimum gross monthly salary of TL 16.432,76/month** (estimated net salary of TL 11.402) **and maximum gross monthly salary of TL 18.000/month** (estimated net salary of TL 12.430) **for graduate students of our University**. Net salary payments are made after a legal deduction of about 31.0%.

In ongoing projects, the monthly salary of research personnel can be set higher than the minimum salary, but in such a case the working period of research personnel has to be shortened so that the indicated total ceiling is not exceeded. To be able to request such a change, the research personnel should still have a working period longer than 3 months, the remaining time in the project should be longer than 3 months and an unused budget should remain covering at least the payment of the research personnel for 3 months. Such a request has to be made latest 1 month before the BAP Committee meeting.

- a. The total disbursements for research personnel cannot exceed the ceilings of BAP projects. For this purpose, an additional grant and/or section transfer cannot be requested.
- b. Project director must have had projected in the project application that a researcher is to be employed, his/her qualification, name/surname, period that he/she will work for and his/her gross cost to the project.
- c. The contribution of the researcher to the project, his/her job definition, his/her qualification and justification should be clearly stated in the project application.
- d. The researcher to be employed in the project should be not employed in a company or institution at the present time.
- e. Graduate students registered to Boğaziçi University can be employed as research personnel.
- f.
- g. In new project applications, the permits and budgets given to research personnel are assessed and approved for the first project year.
- h. The project year starts after the signing of the contract and lasts for 12 (twelve) months.
- i. In projects lasting longer than one year, the requests made for the employment of research personnel for the second year and the last 6-months, are evaluated and approved within the budget of the respective period.
- j. In ongoing projects, no permits will be later given for the employment of personnel.
- k. Except for “R”, “SBA” and “TUG” code projects, only one research personnel can be employed per project.

- l. The shortest contract period for the employment of research personnel in a project is 3 months. As per the legislation, research personnel work permit will be provided only within the project duration and only for the minimum 3 month contract period.
- m. Any research personnel (graduate students of our university) can be employed in a project for a maximum 6 years under SGK (Social Security System) coverage.
- n. Income and stamp tax exemptions are applied to the research personnel working in the project.
- o. In order the contract of the research personnel is renewed or she/he is able to work in the following project year, the project director must have planned this work at the step of project application. The project director must have simultaneously submitted the periodic report and the following year budget request over the Bilim İnsanı Portalı [Scholar Portal]; have this request assessed and approved by the BAP Committee and has been allocated a grant within the limits of budget. The project director is legally responsible for making necessary notifications such that processes run and reimbursements are made in a timely and correct manner.
- p. Researchers of foreign nationalities cannot be employed under full SGK coverage.
- q. Research personnel to be employed should be residing (physically) within the borders of Turkey.
- r. SGK job entrance process is not executed between Jan 1st and Jan 14th.
- s. In case the project is finalized totally or partially before its due date, the service contract may be unilaterally terminated by the project director.
- t. If upon the request of a project director, the BAP Committee decides to suspend a project, consequently the service contract of the research personnel is terminated too.
- u. Boğaziçi University is obliged to deposit the contributions of all SGK workers to the account of SGK account on a certain day of every month. It is not possible to add the belated SGK contribution debts [(generated from late requests relayed to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü))] to the total accrued contributions of the University. In such a case, severe penalties are applied to the contribution debts that are not deposited to the SGK on time. Therefore, any liability arising out of this issue belongs to the project director.
- v. By Law number 5510, it is a legal obligation for the employers to report, electronically, to the “Social Security System (SGK)”, the duration of the sick leave of the research personnel employed under SGK. In case this is not reported on time, an administrative fine will be charged. In order to avoid that the University faces severe penalties, the research personnel taking a sick leave from any health organization should inform the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) about this issue on the same day. Any liability arising out of this belongs to the project director.

#### 5.1.6.6.2. Scholarship Student Assignment Request Item

In the 3rd article and first clause of the “Higher Education Institutions Research Project Guidelines” published in the Official Gazette dd. Nov.26, 2016 no.29900, with Official Gazette dd. Jan 26, 2018 no.30313, the term “Scholarship student” is identified as the student in a doctorate program or in a graduate program with thesis to be assigned to a BAP Project.

As of year 2019, Boğaziçi University graduate and doctoral students may be assigned to BAP projects, as scholarship students, limited with the project period. The ceilings of monthly scholarship payments are determined by the BAP Committee within project budgets. This is done in such a manner that the scholarship determined by “Kredi ve Yurtlar Kurumu” [Students’ Loan and Dorms Institution) for graduate and doctoral students is increased maximum by 50 %.

For the year 2023, **the maximum net** loans are determined as **TL 3.750** and **TL 5.625, for graduate and doctoral students**, respectively. Project directors may decide lower loans for scholarship students.

Accident insurance premiums for scholarship students are paid by our University. The monthly amount to be paid to the scholarship student is also the monthly cost to the project and no deductions are made from this.

Once the project attains the ongoing status, it is not possible to switch the status of research personnel and scholarship student.

In the case of a scholarship student, if a change will be made in his/her salary that was previously approved by the BAP Committee and finalized by the project contract, or if the scholarship student will be replaced by another one, a request has to be made through the system to get the approval of the BAP Committee.

#### **Principles and procedures to be followed in the selection of scholarship students:**

1. At most simultaneously two scholars can be assigned in a project. It is possible to assign a new scholarship student under the same condition to replace the former one who left.
2. At most 1 research personnel can employed or 2 scholarship students can be assigned, simultaneously, in Standard (P Code), Complementary Support (M Code) and Start-up (SUP Code) projects.
3. Only the related doctoral student may be employed as research personnel or assigned as a scholarship student in Doctorate (D Code) projects. If these conditions are not satisfied, the budget allocated for research personnel or the scholarship student cannot be used for any other purpose. Thus it has to be transferred back to the BAP budget.
4. Scholarship students cannot be assigned or research personnel cannot be employed under infrastructure (S Code) projects.
5. In Multidisciplinary (R Code), Strategic Research in Social Sciences and Humanities (SBA Code) and Advanced Technology Applications and Development (TUG Code) projects, at most 1 research personnel can be employed and 2 scholarship students can be assigned simultaneously; or at most 2 research personnel can be employed simultaneously.
6. At most, simultaneously 2 research personnel can be employed and 2 scholarship students can be assigned in YÖK-ADP projects.
7. Scholarship students cannot be assigned to more than one project and the number of assigned scholars cannot be increased once the project attains the ongoing status.
8. Scholars to be assigned to BAP projects should not be getting scholarships from other institutions.
9. The scholars who will take part in the BAP projects should not be over the age 39.
10. The ceiling of scholarship payment is determined by the BAP Committee by taking into account the upper limits.
11. The amount paid to scholarship students cannot exceed the ceilings of BAP projects and additional grant and/or section transfer cannot be requested for that matter.
12. Project director must have projected in the project application that a scholarship student is to be assigned as well as his/her qualifications, name/surname, period that he/she will work for and his/her cost to the project.
13. The contribution of the scholar to the project, his/her job definition, his/her qualification and justification should be clearly stated in the project application.
14. The scholarship students in the project should be not employed in a company or institution at the time.
15. Scholarship students in BAP projects cannot be at the same time scholarship students in the domestic graduate scholar program of TÜBİTAK.
16. The graduate students registered to Boğaziçi University can be assigned to BAP projects as scholarship students.

17. Student certificates should be submitted at the time of project application and during replacement of scholars. Graduate students who are accepted to a doctoral program in our University should submit the “conditional acceptance letter”.
18. In new project applications, scholarship student assignment permits and budgets are assessed and approved within the first project year.
19. In projects lasting longer than one year, the requests made scholarship student assignments, are evaluated and approved within the budget of respective years.
20. In ongoing projects, later no permit will be given for assignment of scholarship students.
21. The minimum assignment period for scholarship students is 3 months. Permit for scholarships will be given, as per legislation, only within the project duration and for a minimum of 3 months. **In ongoing projects, the working period of scholarships students cannot be extended when an additional time has been granted with the submission of a periodic report.** Thus, the working plan for a scholarship student must be made accordingly.
22. Scholarship students can be appointed to projects for a maximum of 6 years.
23. Renewal of the permit of a scholarship student for the following year is only possible if the project director has projected that he/she will assign the scholarship student and has simultaneously submitted the periodic report and the following year budget request over the **Bilim İnsanı Portalı** [Scholar Portal]; has this request assessed and approved by the BAP Committee and has been allocated a grant within the limits of the budget. The project director is legally responsible for making the necessary notifications in order that the processes run and the reimbursements are made in a timely and correct manner.
24. Graduate students of foreign nationalities can be appointed as scholarship students.
25. Scholarship students should be residing (physically) within the borders of Turkey.
26. In case the project is finalized totally or partially before its due date, the payments may be terminated by the project director.
27. If upon the request of a project director the BAP Committee decides to suspend a project, consequently the service period of the scholarship student is terminated too.
28. If a project is already ongoing, a request cannot be made for replacing research personnel with a scholarship student. Likewise, if a project is already ongoing, a request cannot be made for replacing a scholarship student with research personnel. Section transfer requests and following year budget requests to that effect are not accepted. Utmost care should be paid to this issue at the time of project preparation.

## 6. SUBMISSION OF PROJECT APPLICATIONS TO THE BAP COMMITTEE

In the 10th article with the heading “Announcement of the Results” of the “Higher Education Institutions Research Projects Guideline”

([https://arastirma.boun.edu.tr/sites/arastirma.boun.edu.tr/files/users/bapik/mevzuat/bap\\_yonet\\_meligi.pdf](https://arastirma.boun.edu.tr/sites/arastirma.boun.edu.tr/files/users/bapik/mevzuat/bap_yonet_meligi.pdf)) that came into effect after being published in the Official Gazette dd. Nov.26, 2016 no. 29900, the following provision is stated: “By the end of each year, Rectorate enters the summary information regarding all the supported, considered, ongoing and finalized projects to YÖKSİS system. This information is announced to public through the Internet page of the higher education institution.” According to this provision, for the summary information (project number, project name, project area, project type, project start date, project end date, project summary, keywords, the department the project is handled in, project budget, project team) regarding the ongoing and finalized BAP projects under the letter no.E.72956 by YÖK Strategy Development Directorate to be submitted to YÖKSİS, an interface, considering web service and service parameters developed by YÖK IT Directorate was developed between the Scholar Portal and Project Life Cycle Application and YÖKSİS.

When in new project applications all the steps are finalized, the “Proje Başvurusu” [Project Application] button has to be clicked. For ongoing and finalized BAP projects, directors should give approval through the opening window when the “BAP Projelerim” [My BAP Projects] tab is clicked. If this approval is not made, no new project application can be submitted and the tab “My BAP Projects” [My BAP projects] cannot be reached for transactions regarding ongoing and finished projects.

After the approval of the project director, the new project application is further transferred to the systems of the Department Head and the Dean/Director. After the approval of the Department and the Academic Unit, the project application will be evaluated by at least two reviewers (by an internal (inside the committee) and external reviewer (outside the committee)). After the submission of their evaluations to the BAP Committee, these project applications are brought to the agenda of the BAP Committee.

Project applications submitted after the starting date of long-term appointment leaves or official leaves (military service leave, sick leave, maternity leave, unpaid leave, second 3-month appointment abroad etc.) that require a ÜYK [University Executive Board] decision, are not considered for evaluation by the BAP Committee.

The evaluation of the project applications submitted before the start date of the appointment (görevlendirme) continues; in case the project evaluation process is finalized, the project contract is signed and the project attains the ongoing status before the start date of the appointment (görevlendirme), the principles that are applicable to ongoing projects are applied after the start date of the appointment (görevlendirme). In case the evaluation process of the project application is completed after the appointment (görevlendirme) start date, the project is accepted on the condition that the completion of the long-term assignment is notified through the EBYS (Electronic Document Management System), and the project attains the ongoing status only after the project contract is signed following the appointment. Planning should be made by considering evaluation may take longer than usual or the project applications may be re-sent to the applicant for revision more than once.

“Start-Up (SUP Code)” project should be the first project application of the director (except YÖK ADP project application) after he/she has been appointed as assistant professor, associate professor or professor and started his/her fulltime work at this position. In case the first project application is made for one of the other project types or the application is not made in the mentioned period, the right for “Start-Up (SUP-code) application is lost and it will not be granted retrospectively. Only in case the project director submits a document to the BAP Committee regarding military service leave, maternity leave or a long-term health leave with a petition, an evaluation is made and the date of project application may be postponed by counting the leave days.

However, in the application process of the **Start-Up (SUP Coded)** projects, the responses to revision requests **should be submitted within the duration indicated in the decision taken by the BAP Committee. In cases the review processes are not completed within the indicated time periods, the related SUP project applications are re-sent as a draft to the project director via the system.** For further assistance; you may send an e-mail to [“bapdestek@boun.edu.tr”](mailto:bapdestek@boun.edu.tr) address.

## 7. PROCESS OF PROJECT APPLICATION ASSESSMENT

The BAP Committee finalizes the project applications considering the reports of at least two reviewers; one being an internal (inside the committee) and another an external reviewer (outside the committee). An invitation is sent to internal and external reviewer(s) by the Head of the Committee. The names of external reviewers are kept confidential. They submit their evaluation reports to the Head of the Committee. The content of their reports is delivered during the meeting by the Head orally to the Committee members. All the assessments regarding the project are



conducted in accordance with academic confidentiality principles. The external reviewer has an access to the extended project summary and based on this summary, he/she accepts or declines the invitation. In case the reviewer declines the invitation, the Head of the BAP Committee calls for another external candidate to act as reviewer. In case an expert regarding the project title is unavailable, external reviewers outside the University may be invited. The wet-signed reports of these external reviewers are filed in project documents. Upon acceptance of invitation, the external reviewer gets access to the project proposal. He/she evaluates the proposal in conformity with the following criteria and submits the detailed evaluation report to the Head of the Committee over the system.

**The project evaluation criteria are as follows:**

- Contribution to science and/or technology
- Clarity about the objective and the targeted end results of the project
- Conformity of the methodology with the objectives and the state-of-the art procedures
- Proficiency of the project director and team members regarding knowledge and experience
- Appropriateness and justification of requested machine and equipment and inventory stock
- Appropriateness and justification of project budget.

The internal reviewer (inside the BAP committee) evaluates the proposal in accordance with the above criteria and prepares his/her evaluation report and submits it to the Head via the Bilim İnsani [Scholar Portal].

The project application is added to the Committee's agenda after the internal and external reviewers finalize their evaluations. But, if the internal reviewer cannot participate in this meeting due to annual leave/excuse/assignment or a sick report, the evaluation of project application is postponed until the first meeting he/she is available. During the Committee meeting, the internal reviewer briefly presents the project and shares his/her evaluations; the report(s) of the external reviewer(s) is (are) read by the Head of the Committee. Then the project is open to discussion. The BAP Committee finalizes project applications within the framework of reports prepared by internal and external reviewers. It then takes the decision whether to support the proposal in its original form or to reject it or to accept it with modifications. The project is either supported or rejected or it may be re-sent to the project director for revision. Projects can be sent more than once for revision.

The BAP Committee may decrease or increase the budget proposed in the project, may cancel the requests in the project, totally or partially and/or change the duration, the type or the title of the project. The ceilings represent the upper limit of budget that can be requested. If in project proposals upper limits are requested that are not compatible with the work to be conducted in the project and/or are not duly justified, the BAP Committee may decide on a decrease.

In accordance with the principle of impartiality, no Committee member is to be appointed as a reviewer for projects submitted by academicians from the department he/she is affiliated with. As in all national/international project assessments, the projects are evaluated on the basis of relevance to the research topic, feasibility, impact, contribution to literature and possible dissemination and the like. It is expected that the proposal is written in such a way to ensure that those in the BAP Committee whose expertise is not in the relevant area have also a good understanding of it.

New project applications, periodic/final reports and project requests are expected to be written in a clear, simple and comprehensible language. Unclear and incomprehensible texts would prevent the sound evaluation of a project. It is a common practice to request revisions or ask questions in order to have a clear understanding of applications, reports and requests.

The participation in scientific meetings (conference, symposium, congress) should be planned in due time since revisions may be requested in the documents sent to the BAP Committee and/or the normal evaluation time may be exceeded or the project application may be rejected.

The “Scientific Research and Publication Ethics Directive”, updated by the General Assembly Decision No. 23 of 10/11/2016, of the Higher Education Council (YÖK), was reviewed and the compliance of BAP project evaluation processes with this directive was confirmed by the BAP Committee who evaluates within the framework of the “Higher Education Institutions Ethical Behavior Principles”.

The evaluation of “Standard (P code),” “Doctorate (D code)” or “Complementary (M code)” project applications take by reviewers and the BAP Committee takes on the average six to seven weeks.

The evaluation period for high-budget projects like Altyapı (“S” kodlu) [Infrastructure (“S” code)], Çok Disiplinli (“R” kodlu) [Multidisciplinary (R code)], Sosyal ve Beşeri Bilimlerde Stratejik Araştırmalar (“SBA” kodlu) [Strategic Research in Social Sciences and Humanities (“SBA” code)] and İleri Teknoloji Uygulama ve Geliştirme (“TUG” kodlu) [Advanced Technologies Application and Development (“TUG” code)], Start-Up (“SUP” code) [Start-Up (“SUP” code)] projects takes four to five months.

## 8. ANNOUNCEMENT OF PROJECT APPLICATION DECISIONS

For project applications that **are decided to be supported** “Sözleşmeler” [Contracts] are created by the system. “Proje Bilgileri” [Project Information] may be accessed with a username and a password, by selecting the related “Proje Başlığı” [Project Heading] under the “Projelerim” [My Projects] tab. The contract that is downloaded to the computer, printed and signed by the director is submitted to the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü).

In project applications made through the system and approved by the BAP Committee, a maximum time of 1 month will be allowed at the “contract pending” step. The BAP committee decided to terminate the evaluation of such applications if required actions are not taken until the end of this period.

The contract of a project which has been signed by the Deputy Rector in charge of Research Activities will be uploaded back to the system. Thus, the project attains an ongoing status.

The project budget becomes available only after a decision about the support of the project and the code number are sent over the system to the project director and the contract is signed. Until the termination of the project, this code will be used in all transactions.

If a project is accepted, the BAP Committee decides only on the allocation of the first year budget. This budget will be available after the signing of the contract. The budgets of other years are not approved at the time of application. If at the time of project application a proposal has been made for following years, after the approval of periodic report, the budget of the relevant year is evaluated and determined by the BAP Committee and made available after the signing of the contract.

**For project applications re-sent to project directors for revision purposes;** the status of the related project is reported to the director as “Komisyon Revizyon Talebi” [Committee Revision Request]. When the heading of the project is clicked on, information about the requested revision is found in the “Komisyon Revizyon Notu” [Committee Revision Note] available in the left menu.

a. If a revision is requested on **general information, project summary, project proposal, keywords, project team and project calendar pages;** the related field is selected and revised under the

- “Proje Başvuru Adımları” [Project Application Steps] menu and re-submitted to the BAP Committee by clicking on the “Proje Başvurusu” [Project Application] button.
- b. If a revision is requested in the **project application budget**; by clicking on the “T” button under the “Proje Başvuru Adımları” [Project Application Steps] menu, it is possible to view the request list created at the time of project application, but it is not possible to make amendments on the list. Amendments can be made by accessing the window that opens by clicking on “Not Gönder” [Send a Note] button which is on the left hand side of the “T” button. Amendments are saved by clicking on “Kaydet” [Save] button and submitted to the BAP Committee by clicking on the “Proje Başvurusu” [Project Application] button.

“Not Gönder” [Send A Note] field is limited to 4,000 characters. When the response to the revision is more than 4,000 characters, the system gives an error and responses to be submitted to the BAP Committee cannot be saved. In this case, the project application form already saved should be downloaded; the responses should be inserted into this form which should be then re-loaded to the system. An information note indicating that the responses are included in project application is to be inserted in the “Not Gönder” [Send A Note] field. After clicking the submit button, the revised project application form is sent directly to the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) and automatically added to the BAP agenda. There is no need for a new approval of the revised project by the Head of the Department and the Dean/Director.

In new project applications made through the BAP system, a maximum time of 3 months will be allowed at the “new application and revision” step. The evaluation of such applications will be terminated if required actions are not taken until this period. Only in Start-Up (“SUP” code) projects, the directors have to respond to revision requirements within the period of time determined by the BAP Committee. If this period is exceeded, such projects are cancelled via the system.

It is expected that the revisions done by projects directors in response to the requests of BAP Committee in the evaluation period should be taken into consideration also during the execution of the project and these issues should be addressed in periodic and final reports.

If the rejected project is to be re-submitted with the same title and content, the project should be prepared by taking into consideration the revisions decided by the BAP Committee based on the comments of reviewers.

## CONDUCTING RESEARCH PROJECTS

The “Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması” [Scholar Portal and Project Life Cycle Application] is utilized for all processes involving supporting, monitoring, and finalizing the research projects; request of projects directors to the BAP Committee and all processes regarding the disbursements. After the decision about the project and the code number are led to the project director over the system and the project contract is signed, the budget becomes available for use. This code number is used in all transactions through the project period.

The directors have to use the “Bilim İnsanı Portalı” [Scholar Portal] for all the requests about slip, advance payment, ongoing projects and personnel employment processes. The decisions of the BAP Committee about these requests have to be followed over the same system.

The slip requests, the advance requests and all other requests including the appointments (görevlendirme) should be planned and made in a way not to exceed the total period including the additional time.

Projects should be finalized latest by the 33<sup>rd</sup> month starting from the project start date including the additional period. Hence, if a **project has completed in total its 32nd month including the additional time**, new requests (travel, additional budget, additional time (periodic report), section transfer, amendment, following year budget) are not taken into consideration. The requests must have been submitted to the BAP Committee before the beginning of the 32<sup>nd</sup> month.

When the normal project period selected as 12, 18, 24 and 30 months from the system at the time of application expires (when project period depicts '0') new requests (travel, additional budget, section transfer, amendment, following year budget) cannot be made and new slip and advance payment requests cannot be started. Additional time may be requested only along with the periodic report. **New requests, new request slips and new advance processes can be started only after the acceptance of periodic report and acceptance of additional time by the BAP Committee.**

**As the projects are expected to finish in the 33<sup>rd</sup> month**, by the submission of a period report, a request can be made for additional time for a maximum of 3 months in 30-month projects, 9 months in 24-month projects, 15 months in 18-month projects and 21 months in 12-month projects. **If including the additional time the 33 month-period has been completed in a project**, new slip and advance payment requests cannot be started.

If directors of ongoing projects are appointed for a long term and/or take a leave (military service leave, sick leave, maternity leave, unpaid leave, leave for second 3-month appointment abroad etc.) that requires a ÜYK (University Executive Board] decision, they have to transfer the directorship to a full-time researcher (with a doctoral degree (except post-doc) on the project team. This is required in order not to suspend financial procedures for which a wet signature is needed. Otherwise, the project must be suspended during the project director's leave. The director may also request suspension of the project during his/her absence by submitting an amendment request to the BAP Committee. In case the transfer of directorship is not done by receiving the approval of the BAP Committee or the project is not suspended, the administrative and financial procedures (submission of the periodic report with additional budget, section transfer, amendment, additional time, following year budget and additional travel budget requests; new request slips, new advance requests; salary payment transactions of the research personnel (under full SGK coverage) / scholarship students) related to the project will be suspended by the decision of the BAP Committee. The research personnel (under full SGK coverage) is exited after his/her legal progress payment is made. Salary transactions of scholarship students are terminated. Only the processes regarding the request slips and the advance requests which were started before the date of long-term appointment needing ÜYK's decision [University Executive Board], will be continued and completed.

After the transfer of directorship, the original project director, unless otherwise requested, is automatically included in the project team, and can monitor the status of the project he/she has transferred, from the system using the **"Takip Ettiğim Projeler"** [Projects I Follow]" tab.

If the normal project period (12, 18, 24 and 30 months) is over and **no additional time is requested in the next 3 months by submission of a periodic report**, only the final report can be submitted via the system. (*Detailed information can be found in section "Finalization of Research Projects".*)

## **1. PROJECT BUDGET DISBURSEMENT PROCEDURES**

A BAP project takes the ongoing status and its budget is opened once the wet-signed project contract is uploaded to the "Bilim İnsanı Portalı" [Scholar Portal] (system).

The process regarding the procurement of **goods/equipment/services**, as approved at the start and in following years by the BAP Committee, and those items later added to the project by acceptance of the additional budget, the section transfer and the amendments, begins with the submission of **"İstek**

**fişi” [Request Slip] or “Avans (Ön Ödeme) Talebi” [Advance Request Form] by the project director over the system.**

An invoice should not be requested from companies prior to activation of Request Slips or Advance Payment Requests on the Bilim İnsanı Portalı [Scholar Portal].

If the purchase of **goods/equipment/services** is approved by the BAP Committee, and the invoice is paid and items are purchased, but no “İstek Fişi” [Request Slip] or Avans (Ön Ödeme) Talebi” [Advance Request Form] has been prepared and led to the BAP Financial Coordinatorship yet and approval steps have not been completed, **as per legislation, it is not possible to make reimbursement from the BAP project budget.**

**The disbursement procedures are determined depending on the volume of the purchases.**

## **1.1. Procedures for Receiving Advance Payment**

### **1.1.1. Receiving Advance**

Project directors may request “**Ön Ödeme (Avans)**” [Advance] in order to realize urgent service and material purchases for budget disbursement items like “**Hizmet**” [Service], “**Tüketim**” [Consumption] and “**Makine Teçhizat**” [Machines and Equipment] that are not attainable by direct procurement. “**İş**” [Work] and “**Yolluk**” [Travel Allowance] advance requests should be made latest **15 days prior** to the date of payment. The disbursement documents (the invoice) should bear a date later than the date the advance is deposited to the trustee’s account.

For the year 2023, “**Arkeolojik Kazı Çalışmaları**” [Archaeological Excavations] and “**İş Avans Tavanı**” [Work Advance Ceiling] are TL 38.200 (VAT included).

***These steps are followed to submit “Ön Ödeme (Avans) Talebi” [Advance Request] for “Hizmet Alımları” [Service Procurement], “Makine Teçhizat Alımı” [Machines and Equipment Procurement] and “Yazılım Alımları” [Software Procurement] over the “Bilim İnsanı Portalı” [Scholar Portal]:***

- a.** “Click on the “**Proje Başlığı**” [Project Heading] tab under “**Projelerim**” [My Projects].
- b.** **Open the “Avans İşlemleri” [Advance Transactions] menu on the left hand side of the screen, click on the advance slip under the budget item for which the advance is requested.**
- c.** Click on the “**İlgili Talep Listesi**” [Related Request List] and wait for the page to refresh.
- d.** Select the appropriate market option (“**Yurt İçi Alım**” [Domestic Procurement] or “**Yurt Dışı Alım**” [Foreign Procurement]).
- e.** Enter the name and the surname of the person who will receive the advance.
- f.** Click on the “**Taslak Oluştur**” [Create a Draft] button. Approve the web message coming up in order to save the advance slip.
- g.** After saving the advance request by clicking on the “**Taslak Oluştur**” [Create a Draft] button, “**Örnek Teknik Şartname Formu**” [Sample Technical Specifications Form] that pops-up on the page is uploaded to the system. The form is uploaded back to the system by clicking on the “**Göz At**” [Review] button after being filled and saved.
- h.** “Click on the “**Yeni Satır Ekle**” [Add a New Line] button that you see on the screen after saving the advance slip by clicking on “**Taslak Oluştur**” [Create a Draft] button, revise and save the “**Detay Listesi**” [Detail List]. Wait to see the detail list as a line on the screen. New lines can be added to the advance slip by using the “**Yeni Satır Ekle**” [Add a New Line] button. Advance slip should be saved as a whole after the detail list is created and saved. To submit the advance request immediately, the “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- i.** If the advance request will not be submitted immediately, it is saved by clicking on the “**Taslak Olarak Kaydet**” [Save as Draft] button; at a later time, the draft version of the advance request can be revised, cancelled or submitted to the **BAP Financial Coordinatorship (BAP Mali**

Koordinatörlüğü) by clicking on, respectively, the “**Yeniden Düzenlenebilir**” [Revise], “**İptal Edilebilir**” [Cancel] or “**Gönder**” [Send] button under the “**Avans Taleplerini Listele**” [List the Advance Requests] link under the “**Avans İşlemleri**” [Advance Transactions] menu.

- j. The uploaded “**Teknik Şartname Formu**” [Technical Specifications Form] is signed and sent to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü)

**These steps are followed to submit the “Tüketim Malzemesi Alımı” [Procurement of Consumer Goods] “Ön Ödeme (Avans) Talebi” Advance Request] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on “**Proje Başlığı**” [Project Heading] in “**Projelerim**” [My Projects] tab.
- b. Open the “**Avans İşlemleri**” [Advance Transactions] menu and click on the “**Tüketim Malzemesi Alım**” [Procurement of Consumer Goods] link on the left hand side of the screen.
- c. Select the “**İlgili Talep Listesi Kalemi**” [Related Request List Item] and wait for the page to refresh.
- d. Select the appropriate market option (“**Yurt İçi Alım**” [Domestic Procurement] or “**Yurt Dışı Alım**” [Foreign Procurement]).
- e. Enter the name and the surname of the person who will receive the advance.
- f. “Click on the “**Taslak Oluştur**” [Create a Draft] button. Approve the web message coming up in order to save the advance slip.
- g. Click on the “**Yeni Satır Ekle**” [Add a New Line] button that you see on the screen after saving the advance slip by clicking on “**Taslak Oluştur**” [Create a Draft] button, revise and save the “**Detay Listesi**” [Detail List]. Wait to see the detail list as a line on the screen. New lines can be added to the advance slip by using the “**Yeni Satır Ekle**” [Add a New Line] button. Advance slip should be saved as a whole after the detail list is created and saved. To submit the advance request immediately, the “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- h. If the advance request will not be submitted immediately, it is saved by clicking on the “**Taslak Olarak Kaydet**” [Save as Draft] button; at a later time, the draft version of the advance request can be revised, cancelled or submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) by clicking on, respectively, the “**Yeniden Düzenlenebilir**” [Revise], “**İptal Edilebilir**” [Cancel] or “**Gönder**” [Send] button under the “**Avans Taleplerini Listele**” [List the Advance Requests] link under the “**Avans İşlemleri**” [Advance Transactions] menu.
- i. The “**Malzeme İstem Listesi Formu**” [Consumer Goods Request List Form] generated automatically by the system is printed by clicking on the “**Malzeme İstem Listesi Formunu Yazdır**” [Print Consumer Goods Request List Form] link, signed and sent to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü)

**These steps are followed to submit “Yolluk Giderleri” [Travel Allowance] “Avans Talebi” [Advance Request] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on “**Proje Başlığı**” [Project Heading] in “**Projelerim**” [My Projects] tab.
- b. Open the “**Avans İşlemleri**” [Advance Transactions] menu and click on the “**Yolluk Giderleri**” [Travel Allowance] link on the left hand side of the screen.
- c. Select the “**İlgili Talep Listesi Kalemi**” [Related Request List Item] and wait for the page to refresh.
- d. Enter the name and the surname of the person who will receive the advance.
- e. Enter the starting and the ending dates of the appointment (görevlendirme).
- f. Enter the advance amount.
- g. Select the travel type in the travel list for which the advance is requested. (As fieldwork is not available in the list, request is made by just filling in the “**Diğer Notunuz**” [Other Notes] field leaving the list blank.) Click on the “**Taslak Oluştur**” [Create a Draft] button.
- h. To submit the advance request immediately, the “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.

i. If the advance request will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the advance request can be revised, cancelled or submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) by clicking on, respectively the **“Yeniden Düzenlenebilir”** [Revise], **“İptal Edilebilir”** [Cancel] or **“Gönder”** [Send] button under the **“Avans Taleplerini Listele”** [List the Advance Requests] link under the **“Avans İşlemleri”** [Advance Transactions] menu.

### 1.1.2. Reimbursement of Advance

Project directors or the person who received the advance should submit the expense documents pertaining to the advance under **“Hizmet”** [Service], **“Tüketim”** [Consumption], **“Makine Techizat”** [Machines and Equipment] and **“Yolluk Giderleri”** [Travel Allowance] budget disbursement items, to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) attached to the **“Ön Ödeme (Avans) Kapatma Formu”** [Advance Reimbursement Form] filled latest within 50 days after the date advance is received.

The period of archaeological excavations [Archaeological Excavations Advance Reimbursement] can be extended up to 3 (three) months. You may reach **“Avans Kapatma Formu”** [Advance Reimbursement Form] from **“Boğaziçi Üniversitesi”** [Boğaziçi University] main web page/**“Araştırma”** [Research]/ **“BAP Mali Koordinatörlüğü”** [BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü)] website.

#### The bank account for reimbursement of advance payments:

The residual advance is deposited to **“Strateji Geliştirme Dairesi Başkanlığı Muhasebe Birimi Veznesine”** [Cash Desk of the Directorate for Strategy Development Office Accounting] to the account **“Ziraat Bankası Bebek Şubesi Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri”** [Ziraat Bankası Bebek Şubesi Boğaziçi Üniversitesi Scientific Research Projects] with **IBAN:TR65 0001 0007 5652 0484 2750 01 TL**.

Advances received at the end of the fiscal year have to be reimbursed in the last week of **“December”**, regardless of the 50 (fifty) day-period. At the beginning of the fiscal year, every year the ceilings for procurement and advance payments are indicated in the budget act. The invoice address for advance disbursement documents is as follows:

#### Invoice Address:

**Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri Bebek/İstanbul**  
**Beşiktaş Vergi Dairesi Vergi No: 179 00 15 446**

### 1.2. Direct Procurement Procedures

Procurements that are within the limits of annually indicated budgets are made by the **“BAP Satın Alma Müdürlüğü”** [BAP Procurement Directorate]. For 2023, the **“Doğrudan Temin”** [Direct Procurement] ceiling is **TL 431.535,00 TL+VAT**.

It is necessary to prepare a request slip over the **“Bilim İnsanı Portalı”** [Scholar Portal] in order to make purchases by direct procurement. In the procurement of Machines and Equipment, Service [Technical Specifications], and [Consumer Goods Request List], the **“Teknik Şartname/ Malzeme İstem Listesi”** [Technical Specifications Form] / [Consumer Goods Request List] signed by the project director should accompany the request slip.

Brands and models may be specified in the request slip, however, they should never be mentioned in the **Teknik Şartname ve Malzeme İstem Listesi** [Technical Specifications and Consumer Goods Request List].

The invoice and the goods should not be received from the companies before the request slip is submitted to and approved by the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) over the “**Bilim İnsanı Portalı**” [Scholar Portal].

### 1.3. Tender Procedures

Requests that **exceed** the “**Doğrudan Temin**” [Direct Procurement] limit of **TL 431.535,00+VAT** specified for 2023 are subject to “**ihale**” [Tender].

**The year 2023 tender limit with “Pazarlık Usulü” [Negotiated Tendering] is TL 4.318.629,00 +VAT.**

The requests exceeding this limit are actualized using the tender procedure “**Belli İstekliler Arasında**” [Tender to Predetermined Bidders]. The project director submits the “**Teknik Şartname** / [Technical Specifications Form] (in machines and equipment and service procurement) / **Malzeme İstem Listesi**” [Consumer Goods Request List] (in consumption procurement) and their attachments along with the prepared request slip over the “**Bilim İnsanı Portalı**” [Scholar Portal] with a wet signature, to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

### 1.4. Foreign Procurement (Letter of Credit)

For procurements from foreign countries, the “**Piyasa**” [Market] option in the request slip should be selected as “**Yurt dışı**” [Foreign] and the request slip should be prepared in “**TL**”. Depending on the type of request, either “**Teknik Şartname**” [Technical Specifications Form] (in machines and equipment, and service procurement) or “**Malzeme İstem Listesi**” / [Consumer Goods Request List] (in consumption procurement) is prepared. Apart from the company from which the purchase is to be made, proposals (proforma invoices) must be received from two foreign companies. If this is not possible, a letter should be prepared which justifies the preference of the specific company. The proforma invoice/invoice, its translation into Turkish and the justification letter have to be wet-signed and submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

**Mandatory information that should be available on the Proforma Invoice/Invoice is:**

- a. The invoice address should be “**Boğaziçi Üniversitesi Rektörlüğü/ Bilimsel Araştırma Projeleri Bebek/İstanbul/Turkey**”. Invoices prepared in the name of a person or department will not be processed.
- b. The date of the proforma invoice must be within the valid period.
- c. It should include the description of the same goods as approved by the Committee.
- d. Terms of foreign sales/dispatch options should be indicated:
  - d.1. C.I.F. Cost, Insurance and Freight
  - d.2. C.F.R. Cost and Freight (indicating cost of goods+shipping port and place of destination)
  - d.3. F.O.B. (Free on Board) the sales terms are; the expenses up to the crane that approaches at the board mentioned in the term belong to the seller and the rest after this belongs to the buyer.
- e. **It should include an information about the bank to which the transfer has to be made.**

At the stage of preparation of a request list, in case international procurement is necessary and definite, a budget for customs and the like should be added at certain ratios to the cost of goods in TL. The cost of goods is calculated based on the exchange rate at the mentioned date. For example, if import costs are USD 5.000 and less, a budget of 25% + USD 1.500=USD 7.750; if costs are in the interval of USD 5.000 – USD 50.000, a budget of 35%; if import costs are over USD 50.000, a budget of 30% and for custom-free imports a budget cost of 10% should be added to the cost of goods prior to the submission of the project. If the software is purchased by downloading from the Internet and an invoice is obtained from the company, the transfer is realized much more quickly. The project director is accountable for the whole communication to be made with the foreign company about the request.



## 2. PROJECT BUDGET DISBURSEMENT ITEMS

BAP budget items table, the related disbursement principles and steps for preparing a request slip over the “**Bilim İnsanı Portalı**” [Scholar Portal] are given below in detail:

**All the requests that pertain to the same economic code system and can be purchased from the same company** should be organized under one request slip. If necessary, along with the products requested, the brands and models of the goods and the company contact details may be written in the “**Diğer Notunuz**” [Other Notes] field in the various “**İstek Fişi**” [Request Slips]. However, **the brands and models of the goods requested should never be mentioned** in the “**Teknik Şartname/ Malzeme İstem Listesi**” [Technical Specifications Form]/ [Consumer Goods Request List]. In technical specifications, quantities and specifications should be written in detail and be signed by the project director. As many as technical details pertaining to more than one good should be listed in one technical specification form.

### 2.1. Service Procurement Disbursement Item

The visit of guest researchers, questionnaires and the like made by a research institution, daily car rentals within the scope of domestic fieldwork, photocopy expenses, analyses expenses, freight expenses are covered by this section.

When services are purchased from a person (real person) who does not have to prepare an invoice or a document to replace an invoice, the payment (for at most 6 months) will be made by preparing a “**Harcama Pusulası**” [**Spending Bill**]. The net payment to the beneficiary is made after the **legal deduction of 20%** to cover the income tax. Utmost care should be paid to this issue at the step of budget planning.

The tax deduction of 20% may be deposited to “**Boğaziçi Üniversitesi Muhasebe Birimi Veznesi**” [**Boğaziçi University Accounting Department Tax Unit Cash Desk**], to the account “**Ziraat Bankası Bebek Şubesi Boğaziçi Üniversitesi Muhasebe Birimi**” [**Ziraat Bank Bebek Branch Boğaziçi University Accounting Unit**] with **IBAN: TR16 0001 0007 5644 7860 3850 01**”. The related receipt should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

**These steps are followed to submit “Hizmet Alımları” [Service Procurement] “İstek Fişi” [Request Slip] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “**Proje Başlığı**” [Project Heading] in “**Projelerim**” [My Projects] tab.
- b. Open the “**İstek Fişi İşlemleri**” [Request Slip Transactions] menu on the left hand side of the screen, click on the disbursement item for which the request slip is requested.
- c. Select the “**İlgili Talep Listesi Kalemi**” [Related Request List Item] and wait for the page to refresh.
- d. Select the appropriate market option (“**Yurt İçi Alım**” [Domestic Procurement] or “**Yurt Dışı Alım**” [Foreign Procurement])
- e. “Click on the “**Taslak Oluştur**” [Create a Draft] button. Approve the web message coming up in order to save the request slip.
- f. Download the “**Örnek Teknik Şartname**” [Sample Technical Specifications Form] which now you see on the screen. Revise and save the form. Then upload it to the system by clicking on “**Göz At**” [Review] button.
- g. Click on the “**Yeni Satır Ekle**” [Add a New Line] button that you see on the screen after saving the request slip by clicking on “**Taslak Oluştur**” [Create a Draft] button, revise and save the “**Detay Listesi**” [Detail List]. Wait to see the detail list as a line on the screen. New lines can be added to the request slip by using the “**Yeni Satır Ekle**” [Add a New Line] button.
- h. To submit the request slip immediately, the “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.

- i. If the request slip will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the request slip can be revised, cancelled or submitted to the **BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü)** by clicking on, respectively, the **“Yeniden Düzenlenebilir”** [Revise], **“İptal Edilebilir”** [Cancel] or **“Gönder”** [Send] button under the **“İstek Fişlerini Listele”** [List the Request Slips] link under the **“İstek Fişi İşlemleri”** [Request Slips Transactions] menu.
- j. The uploaded **“Teknik Şartname Formu”** [Technical Specifications Form] is signed and sent to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü)

## 2.2. Consumer Goods and Materials Procurement Disbursement Item

Publication support (International journal paper/book chapter and national/international book publication), stationery, paper, pen, CD’s, microchips, toners, various laboratory materials (a material list including prices or a proforma invoice is needed), office supplies, fuel and oil, feed, food and beverage, livestock procurement and care purchases are made under this section.

**These steps are followed to prepare “Tüketim Malzemesi Alımları” [Consumer Goods Procurement] İstek Fişi [Request Slip] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Proje Başlığı”** [Project Heading] in **“Projelerim”** [My Projects] tab.
- b. Open the **“İstek Fişi İşlemleri”** [Request Slip Transactions] menu on the left hand side of the screen, click on the disbursement item for which the request slip is requested.
- c. Select the **“İlgili Talep Listesi Kalemi”** [Related Request List Item] and wait for the page to refresh.
- d. Select the appropriate market option (**“Yurt İçi Alım”** [Domestic Procurement] or **“Yurt Dışı Alım”** [Foreign Procurement])
- e. Click on the **“Taslak Oluştur”** [Create a Draft] button. Approve the web message coming up in order to save the request slip.
- f. Click on the **“Yeni Satır Ekle”** [Add a New Line] button that you see on the screen after saving the request slip by clicking on **“Taslak Oluştur”** [Create a Draft] button, revise and save the **“Detay Listesi”** [Detail List]. Wait to see the detail list as a line on the screen. New lines can be added to the request slip by using the **“Yeni Satır Ekle”** [Add a New Line] button.
- g. To submit the request slip immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- h. If the request slip will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the request slip can be revised, cancelled or submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on, respectively, the **“Yeniden Düzenlenebilir”** [Revise], **“İptal Edilebilir”** [Cancel] or **“Gönder”** [Send] button under the **“İstek Fişlerini Listele”** [List the Request Slips] link under **“İstek Fişi İşlemleri”** [Request Slips Transactions] menu.
- i. The **“Malzeme İstem Listesi Formu”** [Consumer Goods Request List Form] generated automatically by the system is printed by clicking on the **“Malzeme İstem Listesi Formunu Yazdır”** [Print Consumer Goods Request List Form] link, signed and sent to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

## 2.3. Machines and Equipment and Procurement Disbursement Item

Disbursement for procurement of machines and equipment like computers, computer peripheral units (hard disc, mouse, keypad), construction equipment, magnetic stirrer, vacuum pump, pH meter set, image detection device, thermostats, motor pump, heating furnace, vibrator, strain gauge, metal processing machine, voice recorder, video camera, stepper motor, quartz cuvette, optical reader, piston pump, autoclave, maintenance expenses, software and license purchases are covered under this section.

In all budget items, for procurements proforma invoices are needed; in all budget requests VAT should be included.

**These steps are followed to submit “Makine Teçizat” [Machines and Equipment] and “Yazılım Alımları” [Software Procurement] “İstek Fiş” [Request Slip] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Proje Başlığı”** [Project Heading] in **“Projelerim”** [My Projects] tab.
- b. Open the **“İstek Fiş İşlemleri”** [Request Slip Transactions] menu on the left hand side of the screen, click on the disbursement item for which the request slip is requested.
- c. Select the **“İlgili Talep Listesi Kalemi”** [Related Request List Item] and wait for the page to refresh.
- d. Select the appropriate market option (**“Yurt İçi Alım”** [Domestic Procurement] or **“Yurt Dışı Alım”** [Foreign Procurement])
- e. **“Click on the “Taslak Oluştur”** [Create a Draft] button. Approve the web message coming up in order to save the request slip.
- f. Download the **“Örnek Teknik Şartname”** [Sample Technical Specifications Form] which now you see on the screen. Revise and save the form. Then upload it to the system by clicking on **“Göz At”** [Review] button.
- g. **Click on the “Yeni Satır Ekle”** [Add a New Line] button that you see on the screen after saving the request slip by clicking on **“Taslak Oluştur”** [Create a Draft] button, revise and save the **“Detay Listesi”** [Detail List]. Wait to see the detail list as a line on the screen. New lines can be added to the request slip by using the **“Yeni Satır Ekle”** [Add a New Line] button.
- h. To submit the request slip immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- i. If the request slip will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the request slip can be revised, cancelled or submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on, respectively, the **“Yeniden Düzenlenebilir”** [Revise], **“İptal Edilebilir”** [Cancel] or **“Gönder”** [Send] button under the **“İstek Fişlerini Liste”** [List the Request Slips] link under the **“İstek Fiş İşlemleri”** [Request Slips Transactions] menu.
- j. The uploaded **“Teknik Şartname Formu”** [Technical Specifications Form] is signed and sent to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

## **2.4. Research Personnel Employment and Scholarship Student Assignment Disbursement Item**

### **2.4.1. Research Personnel Employment (Full SGK coverage) Disbursement Item**

The principles and procedures for employing research personnel in BAP projects is explained in detail in section **“Research Personnel Employment and Scholarship Student Assignment Request Item”** under the heading **“Preparation of the Project Application”**

In a project year (a project year is 12 months; it starts when the project contract is signed and extends to 12 months), research personnel can be employed for a minimum of 3 months. The duration of the **“Belirli Süreli Hizmet Sözleşmesi”** [Fixed Term Contract] may be at most 12 months. **Every 12 months** (provided that research personnel employment is projected in the following year plan of multi-year projects and within the period selected at project application) the **“Belirli Süreli Hizmet Sözleşmesi”** [Fixed Term Contract] should be renewed.

For information purposes, BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) should be contacted at least 1 month prior to the termination of **“Belirli Süreli Hizmet Sözleşmesi”** [Fixed Term Contract]. It is the responsibility of the project director and the research personnel to submit the **“Belirli Süreli Hizmet Sözleşmesi”** [Fixed Term Contract] to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in due time. The Social Security System (SGK) entrance payments and the salary payments cannot be made retrospectively.

As per the legislation, the employment period of research personnel is limited by the project duration (The project duration can be minimum 12 months and maximum 30 months). The end date of the “Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract] cannot be later than the end date of project duration. **Even if an additional time is granted to an ongoing project upon submission of a periodic report, the employment period cannot be extended.** Therefore, employment of research personnel should be planned accordingly.

By Law number 5510, it is a legal obligation for the employers to report, electronically, to the “Social Security System (SGK)”, the duration of the sick leave of the research personnel employed under SGK. In case this is not reported on time, an administrative fine will be charged. In order to avoid that the University faces severe penalties, the research personnel taking a sick leave from any health organization should inform the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) about this issue on the same day. Any liability arising out of this belongs to the project director.

#### **2.4.1.1. Social Security System (SGK) Employment Procedures**

It is mandatory for the starting personnel to apply to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in person latest **1 (one) week** prior to his/her start date mentioned in the contract. The personnel have to submit the system-generated “**SGK İşe Giriş İşlem Formu**” [Social Security Employment Process Form] signed by the project director and the research personnel, the “**Belirli Süreli Hizmet Sözleşmesi**” [Fixed Term Contract] along with the documents shown below. The entrance to SGK jobs is not executed between Jan.1st and Jan 14th.

- a. Photocopy of his/her ID card
- b. Student Certificate
- c. Medical Report
- d. Military Service Deferment Document from Prosecution Office
- e. Clearance Document from Prosecution Office
- f. CV and Diploma (for post-docs)

The above listed documents together with the “**Belirli Süreli Hizmet Sözleşmesi**” [Fixed Term Contract] and “**SGK İşe Giriş İşlem Formu**” [Social Security Employment Process Form] should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) to be signed by the Rector. After this the SGK employment process is finalized.

The “**Ödenecek Aylık Brüt Ücret**” [Payable Gross Monthly Salary] mentioned in the personnel service contract represents the sum of the net salary, the contribution to SGK workers and the total taxes payable. The term “**Aylık Toplam Maliyet**” (Monthly Total Cost] represents the sum of the net salary, SGK employer’s contribution, taxes payable and SGK employer’s contribution.

The “**Belirli Süreli Hizmet Sözleşmesi**” [Fixed Term Contract] and “**SGK İşe Giriş İşlem Formu**” [Social Security Employment Process Form], which should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in person, can be accessed under the research personnel employment menu.

It is the responsibility of the project director and the research personnel to submit the “**Belirli Süreli Hizmet Sözleşmesi**” [Fixed Term Contract] to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in due time. The Social Security System (SGK) entrance payments and the salary payments cannot be made retrospectively.

***“SGK İşe Giriş İşlem Formu” [SGK employment procedures form] may be filled in over the Scholar Portal by following the steps below:***

- a. The **“Proje Başlığına”** [Project Heading] is selected under the **“Projelerim”** [My Projects] tab.
- b. The **“Personel Çalıştırma”** [Personnel Employment] menu on the left hand side of the upcoming screen is opened; the year and the month are selected and the **“SGK İşe Giriş İşlem Formu”** [SGK Employment Procedures Form] link is clicked on.
- c. The form on the upcoming screen is filled in with the information about the research personnel and the **“SGK İşe Giriş İşlem Formu”** [SGK Employment Procedures Form] button is clicked on.
- d. **“SGK İşe Giriş İşlem Formu”** [SGK Employment Procedures Form] is printed and submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü).

**“Belirli Süreli Hizmet Sözleşmesi”** [Fixed Term Contract] may be filled in over the **Scholar Portal** by following the steps below:

- a. The **“Proje Başlığına”** [Project Heading] is selected under the **“Projelerim”** [My Projects] tab.
- b. The **“Personel Çalıştırma”** [Personnel Employment] menu on the left hand side of the upcoming screen is opened; the year and the month are selected and the **“Hizmet Sözleşmesi Düzenle”** [Edit the Fixed Term Contract] link is clicked on.
- c. The form on the upcoming screen is filled in with the information about the research personnel and the **Sözleşme Oluştur”** [Create a Contract] button is clicked on. The period that the research personnel will be employed (Start Date and the End Date of the Contract) should be selected on the calendar in the order of **“Year, Month, Date”** respectively; while filling in the gross salary, a comma should not be used.
- d. **“Personel Hizmet Sözleşmesi”** [Personnel Service Contract] is signed by the project director and the research personnel and then submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü).

#### **2.4.1.2. Monthly Payment Process**

In order to execute the monthly payment procedures within the project period, the project director has to **grant approval between the 1st and the 5th of each month over the “Bilim İnsanı Portalı”** [Scholar Portal]. This process may be conducted by **“Check”**ing and clicking on the **“Kabul”** [Approved] button at the **Personel Çalıştırma Uyarısı** [Personnel Employment Notice] screen that will automatically come out as the **“Bilim İnsanı Portalı”** [Scholar Portal] is accessed. This enables the flow of financial processes related with research personnel. If at the screen the research personnel is not approved, other tabs or menus cannot be accessed.

#### **2.4.1.3 Termination of the Contract (Exiting from the SGK System)**

Working period starts the next day after the completion of the SGK employment process (the next business day if it is a weekend/holiday) and terminates automatically on the date mentioned in the contract due to the 8th clause of the research personnel service contract. The working period is also terminated if one of the following conditions occur:

- a. Ending of the work period which was allowed by the BAP Committee and mentioned in the contract;
- b. Voluntary termination of research personnel;
- c. Insufficiency of grants due to the cost-cutting measures taken by the Ministry of Finance;
- d. Compelling reasons.
- e. Suspension of the project by the BAP Committee upon the request of project director.

#### **Payment of Wages to Research Personnel upon Exiting from the SGK system**

According to the 4th article (B) clause of Government Official’s Act no.657, government officials who are employed under 4/B contract at public administration institutions and who are not considered workers are granted termination compensation. The related regulation is detailed in the 7<sup>th</sup> article of

the Bakanlar Kurulu [Cabinet] decision, under “Sözleşmeli Personel Çalıştırılmasına İlişkin Esaslar” [Principles Regarding Employment of Nontenured Personnel] heading.

According to the above paragraph, personnel who have completed an uninterrupted service of at least 2 years (24 months) are entitled to be paid termination compensation. This amounts to the monthly total cost mentioned in his/her contract at his/her termination date for each full service year worked in the project. This amount has not to exceed the maximum retirement grant per one service year which is paid to personnel at the same or similar service position, title and the same educational status, in line with the rules of the Türkiye Cumhuriyeti Emekli Sandığı Act no.5434. For periods longer than a year, the full year is considered and a payment is made corresponding to this period.

The service years of leaving personnel are checked by the BAP Mali Koordinatörlüğü [BAP Financial Coordinatorship]. The information about the personnel who spent 2 uninterrupted service years (24 months) is sent to the Personel Daire Başkanlığı [Directorate of Personnel Department] to request their exemplary tenure and title rank. According to the information received and in compliance with the “Sözleşmeli Personel Çalıştırılmasına İlişkin Esaslar” [Principles Regarding Employment of Nontenured Personnel], the termination compensation is deposited to the account of related personnel.

In order to initiate the termination of research personnel (under SGK coverage), it is the responsibility of the project director to submit the necessary notification to the BAP Mali Koordinatörlüğü [BAP Financial Coordinatorship] in a timely manner, along with the petition of research personnel. In the case the BAP Financial Coordinatorship is not duly notified or a petition is not submitted, the payment from project budget is continued.

According to the amendments made to the 4th article of the Law no. 5838 and the 102nd article of the SGK Law no.5510; the employer is subject to penalty if he/she does not report within 10 days that the insurance holder resigned of his/her free will. The project director has to submit the system-generated “**Personel İşten Ayrılma Dilekçesi**” [Personnel Petition for Termination of Work] of the quitting employee, with a wet signature, to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü), **at least 10 days prior to leave of the personnel.**

**“Personel İşten Ayrılma Dilekçesi” [Personnel Petition for Termination of Work] may be filled in over the Scholar Portal by following the steps below:**

- a. The “**Proje Başlığına**” [Project Heading] is selected under the “**Projelerim**” [My Projects] tab.
- b. The “**Personel Çalıştırma**” [Personnel Employment] menu on the left hand side of the upcoming screen is opened; the year and the month are selected and the “**Personel İşten Ayrılış Düzenle**” [Edit Personnel Termination] link is clicked on.
- c. The name of the research personnel for whom the personnel termination form will be filled in is selected using the “**Projedeki Personeller**” [Project Personnel] field of the upcoming screen and the “**Personel İşten Ayrılış Oluştur**” [Create a Termination Request] link is clicked on.
- d. “**Personel İşten Ayrılış Dilekçesi**”, [Personnel Petition for Termination of Work] (preferably with signature) is uploaded back to the system by clicking on the “**Göz At**” [Review] button in the “**Personel İşten Ayrılış**” [Termination File] field.
- e. The “**Açıklama**” [Explanation] field is filled in and the “**İstifa Tarihi**” [Termination Date] is selected on the calendar in the order of “**Year, Month, Date**” respectively.
- f. To submit the “**Personel İşten Ayrılış Dilekçesi**” [Personnel Termination Request] immediately, “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- g. If the “**Personel İşten Ayrılış Dilekçesi**” [Personnel Petition for Termination of Work] will not be submitted immediately, it is saved by clicking on the “**Taslak Olarak Kaydet**” [Save as Draft] button; the draft version of the termination petition can later be submitted to the **BAP Financial**

**Coordinatorship** (BAP Mali Koordinatörlüğü) by clicking on the **“Gönder”** [Send] button under the **Personel İşten Ayrılış Listesi** [List of Termination] link under the **“Personel Çalıştırma”** [Personnel Employment] menu.

- h.** Printed and signed **“Personel İşten Ayrılış Dilekçesi”** [Personnel Petition for Termination of Work] is sent to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü).

#### **2.4.1.4. Replacement of Research Personnel subject to SGK**

If in an ongoing project, the personnel employed within the allowed period has to be replaced by another person, the following steps should be followed after receiving the approval of the BAP Committee;

- a.** In order to execute the SGK exit procedures of the research personnel, the steps in the **“Sözleşmenin Sona Ermesi”** [Termination of the Contract] are followed.
- b.** In order to execute the SGK employment procedures of the new research personnel, the steps in the **“SGK İşe Giriş İşlemleri”** [SGK Employment Procedures] are followed.

#### **2.4.2 Disbursement of Scholarship Students**

The procedures and principles about the assignment of scholarship students are explained in detail in the section **“Araştırmacı Personel Çalıştırma ve Bursiyer Görevlendirme Talep Kalemi”** (Research Personnel Employment (under full SGK coverage) and Scholarship Student Request Item) under the heading **“Proje Başvurusunun Hazırlanması”** (Preparation of Project Application).

##### **2.4.2.1. Scholarship Student Assignment Procedures**

It is mandatory that the student who is going to be a scholarship student to apply to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in person **latest 1 (one) week** prior to his/her start date mentioned in the contract and to submit a copy of identity card and the system-generated **“Bursiyer Bilgi Formu”** [Scholarship Student Information Form], signed by the project director and the scholarship student.

The **“Bursiyer Bilgi Formu”** [Scholarship Student Information Form] can be downloaded from the **“Bursiyer Görevlendirme Menüsü”** [Scholarship Student Assignment Menu]. It is the responsibility of the project director and the scholarship student to submit the **“Bursiyer Bilgi Formu”** [Scholarship Student Information Form] to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in due time. The scholarships cannot be paid retrospectively.

**“Bursiyer Bilgi Formu”** [Scholarship Student Information Form] may be filled in over the Scholar Portal by following the steps below:

- a.** The **“Proje Başlığına”** [Project Heading] is selected under the **“Projelerim”** [My Projects] tab.
- b.** The **“Bursiyer Görevlendirme”** [Scholarship Student Assignment] menu on the left hand side of the upcoming screen is opened; the year and the month are selected and the **“Bursiyer Bilgi Formu”** [Scholarship Student Information Form] link is clicked on.
- c.** The form on the upcoming screen is checked and the empty fields are filled in with the information about the scholarship student and the **“Bursiyer Bilgi Formu Oluştur”** [Create Scholarship Student Information Form] button is clicked on.
- d.** **“Bursiyer Bilgi Formu”** [Scholarship Student Information Form] is printed and submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü).

##### **2.4.2.2. Scholarship Student Monthly Payment Process**

In order to execute the monthly payment procedures within **the project period, the project director has to grant approval between the 15st and the 20th of each month over the Scholar Portal.**

This process may be conducted by **“Check”**ing and clicking on the **“Kabul”** [Approved] button at the **Bursiyer Öğrenci Görevlendirme Uyarısı** [Scholarship Student Assignment Notice] screen that will automatically come out as **“Bilim İnsanı Portalı”** [Scholar Portal] is accessed.

This enables the flow of financial processes related with scholarship student. If at the screen the scholarship student is not approved, other tabs or menus cannot be accessed.

#### 2.4.2.3. Termination of Scholarship

The scholarship terminates automatically **based on the end date** mentioned in the scholarship information form. BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) finalizes the SGK accident insurance procedures. On the other hand, **if the scholarship student quits before the end date**, the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) should be notified **at least 10 days prior to the quit date** by submission of a petition **“Bursiyer Ayrılma Dilekçesi”** [Petition for Termination of Scholarship]. In the case this notification is not made, payment for the scholarship student continues.

**“Bursiyer Ayrılma Dilekçesi”** [Petition for Termination of Scholarship] may be filled in over the **Scholar Portal** by following the steps below:

- a. The **“Proje Başlığına”** [Project Heading] is selected under the **“Projelerim”** [My Projects] tab.
- b. The **“Bursiyer Görevlendirme”** [Scholarship Student Assignment] menu on the left hand side of the upcoming screen is opened; the year and the month are selected and the **“Bursiyer Ayrılma Dilekçesi”** [Edit Petition for Termination of Scholarship] link is clicked on.
- c. The name of the scholarship student for whom the petition for termination of scholarship form will be filled in is selected using the **“Bursiyerler”** [Scholarship Students] field of the upcoming screen and the **“Bursiyer İşten Ayrılış Dilekçesi Oluştur”** [Create a Termination Request] link is clicked on.
- d. The petition (preferably with signature) is uploaded back to the system by clicking on the **“Göz At”** [Review] button in the **“Bursiyer İşten Ayrılış Dosyası”** [Termination File] field.
- e. The **“Açıklama”** [Explanation] field is filled in and the **“Bursiyer İşten Ayrılış Tarihi”** [Termination Date] is selected on the calendar in the order of **“Year, Month, Date”** respectively.
- f. To submit the **“Bursiyer Ayrılma Dilekçesi”** [Petition for Termination of Scholarship] immediately, **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on
- g. If the **“Bursiyer Ayrılma Dilekçesi”** [Petition for Termination of Scholarship] will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; the draft version of the termination petition can later be submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) by clicking on the **“Gönder”** [Send] button under the **“Bursiyer İşten Ayrılış Listesi”** [List of Termination] link under the **“Bursiyer Görevlendirme”** [Scholarship Student Assignment] menu.
- h. Printed and signed **“Bursiyer Ayrılma Dilekçesi”** [Petition for Termination of Scholarship] is sent to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

#### 2.4.2.4. Replacement of a Scholarship Student

If in an ongoing project the scholarship student employed within the allowed period has to be replaced by another person, the following steps should be followed after receiving the BAP Committee approval;

- a. In order to execute the exit procedures of scholarship student, the steps in **“Termination of Scholarship Student”** are followed.
- b. In order to execute the assignment procedures of the new scholarship student, the steps in the **“Scholarship Student Assignment Procedures”** are followed.



## 2.5. Travel Allowance Disbursement Item (Conference Attendance, Symposium, Congress)

It is stated in the first sub-clause of the 39th article of the Law no. 2547 that “The Faculty are allowed to participate in domestic and international scientific meetings like congresses, conferences, seminars etc.; other meetings related to their scientific field and profession; doing research and study visits; to be present at the site of research and study without receiving any travel allowance, with the dean’s or institute/school director’s permit up to one week and the Rector’s permit up to 15 days (fifteen). In cases when it exceeds 15 (fifteen) days or travel allowance is needed or the expenses the study needs have to be covered from the budget of the University or a unit associated with the University, the decision of the related executive board and the Rector’s approval is required.”

### The items that may be requested from BAP Projects are:

- a. Travel Allowance (Domestic/International)
- b. Daily Pay and Accommodation Expenses
- c. Registration Fee

### 2.5.1. Appointment Letters (Görevlendirme Yazıları)

Appointment letters regarding participation in scientific meetings (congress, conference, symposium) domestic/international fieldwork should have been submitted to the BAP İdari Koordinatörlüğü [BAP Administrative Committee] at least 30 days prior to travel date, over the EBYS (Elektronik Belge Yönetim Sistemi) [Electronic Document Management System]. For each appointment a separate approval is needed. If appointment letters and/or travel requests have not been submitted over the portal, such requests will not be considered for evaluation by the BAP Committee.

As all the documents submitted over EBYS (Elektronik Belge Yönetim Sistemi) [Electronic Document Management System] bear date and time stamp, retrospective requests for travels regarding participation in scientific meetings are not considered in the BAP agenda and travel approval letters are not issued for domestic/international fieldwork. Furthermore, an appointment letter is not accepted if it has been submitted before the acceptance of the project by the BAP Committee, the signing and uploading of the project contract.

The appointment letters of graduate students who are in the project team but not working under contract in one of the University’s unit or departments are submitted by the Institute they are affiliated with; the appointment letters of post-doc researchers who will be working in BAP projects within the normal project duration and until the end date of the “Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract] are submitted by the unit or department the project director is affiliated with, over EBYS (Elektronik Belge Yönetim Sistemi) [Electronic Document Management System] to the BAP İdari Koordinatörlüğü [BAP Administrative Committee].

As per the legislation, the employment period of research personnel is limited by the project duration (The project duration can be minimum 12 months and maximum 30 months). The end date of the “Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract] cannot be later than the end date of project duration.

After the appointment letters are submitted by the related units (Faculty/Institute/Academy) to BAP İdari Koordinatörlüğü [BAP Administrative Committee] and the project directors submit the travel requests over the Scholar Portal simultaneously; the requests are added to the BAP agenda. *(Detailed information about creating **Seyahat Talebi** [Travel request] for participation to scientific meetings (conference, symposium, congress) may be found under **“Proje Talepleri”** [Project Requests], **“Seyahat Ek Bütçe Talebi”** [Travel Additional Budget Request].*

After the approval of the Committee, for appointment expenses (travel, registration, daily pay, accommodation) which will be covered by BAP projects, a **“Seyahat Onayı Yazısı”** [Travel Approval Letter] is sent to the appointees, project directors and related units. For the Rector to approve the appointment, **“Seyahat Onayı Yazısı”** [Travel Approval Letter] must definitely be annexed to the appointment letter addressing the Rectorate Office. The appointment letter approved by the Rector Rektör has to be sent via the EBYS system to the BAP Financial Coordinatorship before the appointment date.

#### **2.5.1.1. Content of Appointment Letters**

Travel support is rendered once in a calendar year, to one person, even if he/she is a director in two projects. However, for one appointment; it is both possible to request in one batch the travel, registration, daily allowance and accommodation expenses. They can also be requested within the same calendar year for three different appointments (For example, as long as they are in the same calendar year, it is possible to request travel expenses for the first appointment, registration fee for the second appointment and daily allowance and accommodation expenses for the third appointment). But, as per the regulation an expense cannot be reimbursed from more than one budget resource. Therefore, daily allowance cannot be reimbursed from the **“BAP Budget”** and accommodation from the **“Rectorate Budget”** or the **“Faculty Budget”**. In the same way, travel expenses or registration fee cannot be partially reimbursed from the BAP budget and from another budget. It is not possible to request the use of unused items in the next calendar year.

For appointments for participation in scientific meetings and international fieldwork, the appointee should first apply to his/her unit/department with his/her **“Davet Mektubu”** [Invitation Letter] and **“Bildiri Özeti”** [Journal Paper Abstract].

For the appointee who is appointed as per the affirmative decision of **the Executive Board of the department he/she is affiliated with and as per the appointment letter**; the related information [the place, the content of the duty and its duration, the route to the country/city that the scientific meeting/fieldwork is held (e.g., Istanbul-New York-Istanbul), vehicles to be used (e.g., plane, train, bus, ferry), appointment dates, dates of the scientific meeting, the source of expenditure and the BAP project that will cover the request] has to be sent to BAP İdari Koordinatörlüğü [BAP Administrative Coordinatorship] over EBYS (Elektronik Belge Yönetim Sistemi) [Electronic Document Management System]. **“Gündelik ve Konaklama”** [Daily Allowance and Accommodation] should be written together and not separately as only “Gündelik” [Daily Allowance] or only “Konaklama” [Accommodation]. **In the case of travel to the USA and distant countries, two days of stay before and after the scientific meeting are supported. This is as one day before and after the scientific meeting for European and nearby countries.** The date range of daily allowance and accommodation should be definitely included in the appointment letter.

In the case the project director is to be supported from different budget sources in different cities or countries, in the appointment letter it should be specifically stated which of these expenses (travel, registration fee, daily allowance and accommodation) will be supported from each budget.

The appointment letters submitted to the **“Rectorate Office”** and to the **“BAP İdari Koordinatörlüğü”** [BAP Administrative Coordinatorship] should contain exactly the same information.

BAP Committee approves the budget to be transferred to the project for the coverage of appointment expenses. Without the approval of BAP, even if the appointment letter addressing the Rectorate Office has been signed, a reimbursement will not be made by BAP Mali Koordinatörlüğü [BAP Financial Coordinatorship].

In case a travel for which the support is approved by the BAP Committee cannot be realized due to unforeseeable reasons, the letter for cancellation of appointment (görevlendirme) should be submitted to BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) over the EBYS (Electronic Document Management System (Elektronik Belge Yönetim Sistemi)). In the case of unrealized appointments (görevlendirme), expenses made so far (e.g. plane tickets bought in advance, pre-paid accommodation/registration fees) cannot be reimbursed from the BAP budget. After cancellation, a new appointment (görevlendirme) application can be made to the BAP Committee in the same calendar year. If cancellation is not made for an unrealized appointment (görevlendirme), even if no expenses were made, the travel will be considered as utilized; therefore a new appointment (görevlendirme) will not be possible.

Only for international meetings, the travel allowance, registration fee, daily pay and accommodation expenses are reimbursed. Participation in domestic scientific meetings are not supported. For participation in scientific meetings, expenses for car rental services are not supported.

For international scientific meetings taking place within the borders of Istanbul city, only the registration fee is reimbursed. For the reimbursement of registration fee, submission of a **document of participation in the scientific meeting, the invoice of registration fee and the approval of appointment (görevlendirme) are required.**

In order to receive approval for domestic/international fieldwork in the projects approved by BAP Committee, a travel request should be submitted to the BAP Committee. The appointment letters have to address BAP İdari Koordinatörlüğü [BAP Administrative Coordinatorship]. Then, a **“Seyahat Onay Yazısı”** [Travel Approval Letter] will be sent to the appointees and the units/departments they are affiliated with. In order for the appointment to be approved by the Rector, **“Seyahat Onay Yazısı”** [Travel Approval Letter] should also be annexed to the appointment letter addressing the Rectorate Office. The appointment letters submitted to the Rectorate Office and to the BAP İdari Koordinatörlüğü [BAP Administrative Coordinatorship] should contain exactly the same information.

If domestic fieldwork is approved by the BAP Committee, in appointment letters the following issues should be indicated: cities, locations, stations, routes of the fieldwork; whether private or official cars will be used or car rental service will be purchased; information about car plates (As official cars have taşımatik, HGS/OGS; gasoline, bridge/highway fares are not supported by the BAP budget).

In domestic fieldwork, during the temporary work in the city, no taxi can be taken. If essential, total 4 round trip taxi fares (2 for departures, 2 for arrivals; from home to station (plane, train, bus) and from station to the place of duty) are reimbursed. Submission of a taxi fare receipt is necessary for this purpose. But, if the fieldwork will be carried out in locations far away from settlement areas or out of municipality borders where public transportation (usual) is not available, this has to be mentioned in the project application in which also the routes, localities, stations etc. have to be stated. If approved by the BAP Committee and stated in the project contract, **private cars** may be used or **daily car rental services** may be purchased in such cases. **The reimbursement is as 7 L of unleaded gasoline per 100 km.**

If car rental service will be purchased during domestic fieldwork, these expenses approved in the project contract are to be reimbursed from the budget allocated to the service procurement item 03.5; the daily allowance and travel expenses for the appointment period from the location of duty to the location of appointment (plane, train, bus etc.) are to be reimbursed from the budget allocated to the domestic travel expenses item 03.3.1.1.

Daily car rental services are reimbursed only by “**Ön Ödeme (Avans)**” [Advance Payment]. The advance request must have been submitted 30 days prior to the start date of appointment. If the car rental service will be purchased for domestic fieldwork, the request should be made over the system, 30 days prior to the date the fieldwork will start, limited to the dates of appointment. The date range of the car rental must be specified on the **Harcama Belgesi** [Spending Order]. These dates cannot exceed the appointment dates. The probable route should be specified in the approval letter. Before the planned date of fieldwork, appointment approval and advance request should have been requested simultaneously. **Car rental service should be purchased excluding the gasoline used in transportation;** apart from car rental service the gasoline bills should be submitted to the BAP Financial Coordinatorship as expense documents.

#### **Car Rental Expense Documents;**

- a. Appointment letter approved by the Rector
- b. Spending Order
- c. Invoice
- d. 3 offers
- e. Car rental contract
- f. Market research report
- g. Gasoline bill

Meetings with various government institutions and companies should not be budgeted under fieldwork and private car, car rental, and fuel expenses should not be requested for this purpose. As these institutions are within municipality borders, public transportation (usual) must be preferred.

No daily pay, accommodation or travel allowance is supported for fieldwork to be executed within the borders of Istanbul city.

In those domestic fieldworks approved and budgeted by the BAP Committee, reimbursements will be made to graduate students, research assistants and other researchers who take part on the project team if they want to travel to the city the domestic fieldwork by plane, provided that the phrase “uçakla” (by plane) is included in the appointment letter (görevlendirme yazısı).

Graduate students who are on the project team but are not in hold of research assistant (ARGÖR) position can participate in fieldworks approved by the BAP Committee and can get reimbursement, within the ceilings determined by the BAP Committee, for their expenditures, provided that an appointment letter (görevlendirme yazısı) prepared by the project director is presented to the “Rectorate Office” and approved by the Rector.

In participation in international meetings/fieldwork; use of public transportation (usual) is mandatory in all appointments (görevlendirme). In case public transportation (usual) is not available outside municipality borders and the use of taxi is a must, taxis may be used; however submission of a taxi fare receipt is necessary. Taxis may not be used within city borders during appointments (görevlendirme). In total 4 round trip taxi fares (2 for departures, 2 for arrivals; from home to station (plane, train, bus) and from station to the place of duty) are reimbursed and submission of the taxi fare receipt is necessary for reimbursement.

**Car rental fees cannot be reimbursed in case of foreign fieldwork and gasoline bills cannot be reimbursed in case a private car is used.**

Even if approved in the project contract, the foreign fieldwork expenses of a project director, who is officially off duty during a long-term appointment or official leave (military service leave, sick leave, maternity leave, unpaid leave, second 3-month appointment abroad etc.) cannot be covered since

he/she must have transferred the directorship of the project to become a member of the project team [(In foreign field work, only the project director (except for the doctorate students in “D” code projects) is supported)].

#### **Documents needed for Domestic/Foreign Travel Allowance:**

- a. The appointment letter (görevlendirme yazısı) approved by the Rector (EBYS);
- b. The decision of the Executive Board of the Faculty/Institute which the applicant is affiliated with;
- c. Travel (Plane ticket, its invoice, boarding cards- bus, train etc. tickets).
- d. For the refund of daily allowance and accommodation expenses, if available, an accommodation invoice (travel expense document should be presented for information purposes).
- e. For the refund of registration fee, the certificate of participation and its translation (For only registration fee refund, if available, for information purposes, travel expense document should be presented.)
- f. Wet-signed domestic/international temporary appointment travel allowance declaration form **[Yurt İçi/Yurt Dışı Geçici Görev Yolluk Bildirimi Formu]**

**Note:** The originals of all expense documents should be submitted along with the “Avans Kapatma Formu” [Advance Reimbursement Form] to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) latest within 30 days following the return date of an appointment (görevlendirme) if an advance payment was received.

Reimbursements are made on the condition that documents and invoices are presented. **Credit card slips or payment information received by e-mails have no validity.** All the invoices should bear the name of the person appointed to attend the meeting. Lump sum invoices have no validity. All types of plane, train, bus tickets are admissible. If the domestic and foreign travel (for participation to international scientific meetings or for fieldwork) is to be made by plane, the phrase “**uçakla**” (**by plane**) should be included in the appointment letter (görevlendirme yazısı). However, first class tickets are not reimbursed; only economy class tickets are reimbursed. **The tickets should be round trip tickets to the city of scientific meeting/fieldwork. In travels with connecting flights, at a specific location accommodation for a number of days is not permitted. Connecting flights should occur on the same day.** Otherwise, due to rerouting, travel expenses cannot be refunded.

#### **2.5.2. Daily Allowance and Accommodation Expenses**

Daily allowance reimbursements are made by the scale indicated in the Travel Expense Law no.6245, and within the ceilings defined by the BAP Committee.

When appointed through BAP projects, as per legislation, “**Daily Pay and Accommodation**” expenses cannot be covered by more than one resource. For example, daily allowance cannot be paid from “**BAP Budget**” and accommodation cannot be paid from the “**Rectorate Budget**” or “**Department Budget**”. Accordingly, the requests should be made as “**Daily Allowance and Accommodation**” at the time of application for an appointment letter, not only as “Gündelik” [Daily Allowance] or only as “Konaklama” [Accommodation].

For this reimbursement, the letter of appointment (görevlendirme) approved by the Rector should be submitted. No other expense document is required. Daily pays are reimbursed for the period actually spent abroad within the dates mentioned in the approval and within the ceilings that are defined by the BAP Committee in that year.

##### **2.5.2.1. Domestic Daily Allowance and Accommodation Expenses**

For domestic appointments (görevlendirme) (for fieldwork and for participating in international scientific meetings (conferences, symposiums, congresses)), the maximum number for daily

reimbursements is 180 days. For the first 90 days, the full daily pay and for the following 90 days 2/3 of the daily pay is reimbursed.

For expenditures to be made according to the Travel Expense Law no.6245 clause 33 (d), for the first 10 days of appointment the daily allowance is increased by an additional amount of 95%. For the following 80 days 50% and for the following 90 days 75% of the daily allowance are taken as basis.

Reimbursement of daily allowance and accommodation from the same source is essential. These cannot be divided to be covered by more than one source. The total amount of reimbursement cannot exceed BAP ceilings.

### **2.5.2.2. Foreign Travel Daily Allowance and Accommodations Expenses**

Each time the appointees leave Turkey or the country in which they are appointed, daily allowances for travel and for the first ten days of stay, are calculated as 50% extra of the amount mentioned in the sheet regarding “Decree about daily allowance to be reimbursed for travelling abroad”.

In appointments in foreign countries, accommodation is reimbursement in the case an invoice is received. If the daily accommodation cost in the invoice exceeds the projected daily allowance by 40%, 70% of the excess value is reimbursed for accommodation. Nevertheless, it cannot exceed the 70% of the total daily allowance.

Reimbursement of daily allowance and accommodation from the same source is essential. These cannot be divided to be covered by more than one source. The total amount of reimbursement cannot exceed the BAP ceilings.

**For the reimbursement of the daily pay and accommodation, an accommodation invoice should be received for the period spent abroad within the limits of appointment (görevlendirme) period. In case no accommodation invoice is presented, only daily expenses are reimbursed. Accommodation expenses are not reimbursed.** House rentals/room fees incurred in the foreign fieldwork abroad are reimbursed only if they are invoiced.

Daily allowances and accommodation expenses are paid to cover 2 days prior and 2 days after the conference for the U.S.A. and the distant countries and, 1 day prior and 1 day after the conference for European and nearby countries.

### **2.5.3. Registration Fee Expenses**

As per the 36<sup>th</sup> article of the Regulation of Central Administrative Expenditure Documents that came into force in 2005 and published on Dec.31, 2005 with no.26040 in the 3<sup>rd</sup> Repetitive Official Gazette it is stated that; for the reimbursement of the participation expenses of persons who participate in the courses and meetings held by public companies and institutions, vocational institutions, organizations and foundations; the following documents should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü);

- a. Decision of the BAP Committee
- b. The Rector’s approval (over EBYS)
- c. Letter of participation
- d. The original invoice of registration fee and its translation into Turkish.

In case the above mentioned documents (letter of participation and the invoice of the registration fee) are not received from the companies or institutions that are organizing the meeting, reimbursement cannot be made to the appointed persons from the project budget even though they

have participated in the meeting. Reimbursement is made if an original and signed document has been prepared by the organizers of scientific meeting in the name of the participant.

**For international scientific meetings taking place within the borders of Istanbul city, only the registration fee is reimbursed.**

### 3. PROJECT REQUESTS

The “**Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması**” [Scholar Portal and Project Life Cycle Application] is used for processes for supporting, monitoring and finalization of research projects and the announcement of decisions taken by the BAP Committee.

Unless it is really necessary, changes should not be made in the essence, director, team, calendar, budget, distribution of the budget into the sections, the name and the surname information of the personnel to be employed, the working period of personnel and the machines and equipment/consumer goods list of the project. In case there is a need for change, the BAP Committee should be informed and approval should be received. **No changes should be made without receiving approval.**

All the requests like appointment requests, request slips and advance requests should be planned, requested and started in a way **not to exceed the total period including the additional periods** granted by the BAP Committee.

Projects should be finalized latest by the 33<sup>rd</sup> month starting from the project start date including the additional period. **In case the projects have completed their 32nd month in total including the additional periods**, new requests (travel request, additional budget request, additional time request (periodic report), section transfer, amendment request, following year budget request) are not assessed.

When the normal project period selected from the system as 12, 18, 24 and 30 months at the time of application expires (when project period depicts ‘0’) new request (travel request, additional budget request, section transfer request, amendment request, following year budget request), new request slip and new advance process cannot be started. However, additional time can be requested by the submission of a periodic report. **Only after the periodic report and additional time requests are accepted, the new request, new request slip and advance process can be started.**

#### 3.1. Additional Budget Request

If there is a need and if justified, an additional budget up to 25% of the annual project budget may be allocated to the project. The requests are finalized after a thorough evaluation by the BAP Committee. The requests for additional budgets should be submitted to the BAP Committee over the “**Bilim İnsanı Portalı**” [Scholar Portal] during the project year the budget belongs to. Additional budgets not requested in the pertinent project year cannot be requested or opened to use retrospectively.

Requests can be made for an additional budget due the changes in exchange rates. These requests will be evaluated by the BAP Committee if an application is made in a period of maximum 3 months after the start-up of the project.

In ongoing projects the additional budget requests made due the changes in exchange rates cannot exceed the ceiling of TL 90,000 (50 % of the maximum budget of Standard (P Code) projects).

“Guest Researcher Visit Support” (Misafir Araştırmacı Ziyaret Desteği) may be requested within the project support ceilings, either at the time of project application or as an additional budget while the project is proceeding.

**Support for publication/editing** is provided (international journal paper/book chapter and international/national book publication) within the limits of 25% additional budget, **only once in a year and for each ongoing project** within the scope of consumption expenses. In case writing a book/book chapter is anticipated in the course of the project, this has to be specified as one of the objectives or targeted end results of the project at the time of project application.

### 3.1.1. Support for publication preparation/editing

Once in a calendar year and for each ongoing project of the project director, support is provided for **publication preparation/editing** of journal papers, book chapters and books, denoting the Boğaziçi University address, **resulting from BAP projects, citing the related project with the name of our University and quoting the project code (using the phrase “BÜ Bilimsel Araştırma Projeleri tarafından .... kodu ile” in publications in Turkish and “by Boğaziçi University Research Fund Grant Number ...” in publications in English).**

*(Since 2021, additional budget is rendered to “Start-Up” [“SUP” code] projects only if additional budget request is has been submitted. For “Start-Up” (SUP code) projects that have started before year 2021, as the publication preparation/writing support is received back into the pool after being included in the project budget; for the funds in the relevant budgets of the ongoing projects to be available, the director should submit an amendment request over the **Bilim İnsanı ve Yaşam Döngüsü Portalı** [Scholar Portal] and get BAP Committee approval.)*

#### a. Support for International Journal Papers

In order to increase the number of papers in the relevant branch of science in prominent international journals with a high impact ratio, that appear in SCIE, SSCI and A&HCI indices, support is provided for;

- Color printing and over-page charges after acceptance of one international paper from each project a year (*The total cost of publishing is not supported*).
- For language editing, visual editing, and/or proofreading services before and/or after the acceptance of the paper (*may be used in parts*).
- The submission fees of maximum 3 journal papers even if the director has two projects.

This support is provided against invoicable fixed service.

For “journal papers”, the lists mentioned by the Clarivate indicated in the links below are taken as basis. The papers published in journals covered in the other indices listed in the links below and papers published in the journals in the ESCI (Emerging Sources Citation Index) index; as well as open access papers appearing in the lists below, but are published in mega journals, are not considered for support).

- **SCI-E link adresi**  
<http://mjl.clarivate.com/cgi-bin/jrnlst/jloptions.cgi?PC=D>
- **SSCI link adresi**  
<http://mjl.clarivate.com/cgi-bin/jrnlst/jloptions.cgi?PC=SS>
- **A&HCI link adresi**  
<http://mjl.clarivate.com/cgi-bin/jrnlst/jloptions.cgi?PC=H>



For the year **2023**, the total ceiling of support is **USD 1,600**. In P- and D-coded projects this is evaluated within the limits of 25% additional budget).

#### **b. International Book Chapters**

Support is provided for “International Book Chapters” (**excluding** undergraduate and graduate core textbooks) printed in the relevant branch of science by prominent international publishers with a high impact ratio, provided that writing a book chapter has been specified in the application form as one of the objectives or targeted end results of the project. This support covers the following:

- Color printing charges after acceptance of one international book chapter from each project a year (the total cost of publishing is not supported)
- Proofreading, language and visual editing services before and/or after acceptance (may be used in parts)

This support is provided against invoicable fixed service.

For publishers, the list prepared by the organization Clarivate Analytics at the link <http://wokinfo.com/mbl/publishers/> is taken as a basis.

For the year **2023**, the total ceiling of support for international book chapters is **USD 1,600**. In P- and D-coded projects this is evaluated within the limits of 25% additional budget).

#### **c. International/National Book**

Support is provided for publishing international/national books (excluding undergraduate and graduate core textbooks) printed in the relevant branch of science by prominent publishers with a high impact ratio, provided that writing a **book chapter** has been specified in the application form as one of the objectives or targeted end results of the project,

- Color printing charges of one national/international book only and after its acceptance for publication only and from each project once in a year (the total cost of publishing is not supported)
- **Proofreading, language and visual editing services** before and/or after acceptance for publication (may be used in parts)

This support is provided against invoicable fixed service.

For international publishers, the list prepared by the organization Clarivate Analytics at the link <http://wokinfo.com/mbl/publishers/> is taken as a basis.

The requests for books to be published in Turkish will be evaluated on project basis taking into account the list of publishers proposed by the faculties and institutions.

For the year **2023**, the total ceilings of support for “international” and “national” books are as **USD 1,600** and **5.000 TL**, respectively. In P- and D-coded projects this is evaluated within the limits of 25% additional budget).

#### **3.1.2. Expenditures for publication preparation/editing**

Within the **partial support** for **publication preparation/editing approved by the BAP Committee;**

- For journal papers, books/book chapters a request slip has to be prepared using the “Consumables” section at the BAP Portal.

- For language and visual editing, and/or proofreading services, the process is started either by preparing a request slip or requesting advance payment.
- For submission fees, the request for advance payment has to be made using the section “Services”. This request has to be approved by the spending authority (*harcama yetkilisi*) and assessment officer (*gerçekleştirme görevlisi*). Then, this amount is deposited to the account of the project director/advance payment trustee. After the completion of this process only, a submission fee has to be paid and the paper has to be sent to the publisher.

#### **Documents to be submitted to the BAP Administrative Coordinatorship:**

- List of goods and technical specifications (wet-signed)
- Proforma invoice
- Photocopy of the paper/book chapter
- An example of copyright if a support was received for a book.

No retrospective support is provided after printing.

#### **3.1.3. Guest Researcher Visit Support**

Guest researcher visit support is provided to **one guest researcher, maximum once in a year** for the participation of nationally and internationally eminent scientists to the studies conducted in the projects, to enhance research collaborations and to generate joint publications.

The mentioned request is made in the form of “**service procurement**” within the project support ceilings either at the time of project application or as an additional budget request within the 25% additional budget while the project is ongoing.

In requests to be made to the BAP Committee, the “**Misafir Araştırmacı Ziyaret Desteği Bilgi Formu**” [Guest Researcher Visit Support Information Form] must be filled in. The name and the surname of the researcher to be invited, his/her Curriculum Vitae, the duration of his/her stay, the relation of his/her research field to the project, his/her contribution to the project and the expenses expected to be reimbursed should be mentioned in detail in the form.

- a. Financial transactions for requests that have been approved by the BAP Committee are executed with “**Hizmet Alımı İstek Fişi**” [Service Procurement Request Slip] or “**İstek Fişi**” [Request Slip] prepared by the director.
- b. A payment slip has to be prepared for transactions by advance requests.
- c. A “**Service Contract**” is signed with the guest researcher.
- d. After the service procurement is granted, **service fee is transferred in the related currency to the guest researcher’s bank account which has been declared by the project director.**

#### **Support ceilings are as follows:**

- **A gross total of TL 18.000 for visitors from the U.S.A. and distant countries** (20% income tax will be deducted from the gross amount.);
- **A gross total of TL 15.000 for visitors from the European and nearby countries** (20% income tax will be deducted from the total amount.).

The support amount is determined by the BAP Committee within these ceilings.

**The net payment to the beneficiary is made after the legal deduction of 20% to cover the income tax. Utmost care should be paid to this issue at the step of budget planning.**

### **Terms of payment:**

**With the istek Fişi [with Request Slip];** a service procurement request slip is prepared over the “**Bilim İnsanı Portalı**” [Scholar Portal]. When the visit is over, in order to transfer the amount to the guest researcher’s account, the following documents should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

With the “**Avans Talebi**” [**Advance Request**]; at least 15 days prior to the visit date, a service procurement request slip is prepared over the “**Bilim İnsanı Portalı**” [Scholar Portal]. All the expenses (travel+hotel+daily allowance etc.) are reimbursed by the director. When the visit is over, a “**Harcama Pusulası**” [**Spending Bill**] depicting that the service fee in the amount mentioned in the guest researcher service contract is prepared. This spending bill should be signed by both the director and the guest researcher.

When the services are purchased from a person (real person) who does not have to prepare an invoice or a document to replace an invoice, the payment will be made by preparing a “**Harcama Pusulası**” [**Spending Bill**]. The net payment to the beneficiary is made after the **legal deductions of 20% to cover the income tax**. Utmost care should be given to this issue when the budget is planned.

The spending bill to be used in the advance set-off is submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) along with the following documents:

- a. [Rectorate guest researcher visit approval](#)
- b. [Guest researcher service contract](#)
- c. Activity work plan
- d. Curriculum Vitae of the researcher
- e. Photocopy of the colored pages in the passport
- f. The flight ticket (photocopy)
- g. “[Harcama pusulası](#)” [Spending Bill] (in case an advance was received)
- h. Payment slip (in case an advance was received)

***These steps are followed to request “Ek Bütçe” [Additional Budget] over the Bilim İnsanı Portalı [Scholar Portal]:***

- a. Click on the “**Proje Başlığı**” [Project Heading] tab under “**Projelerim**” [My Projects].
- b. Click on “**Ek Bütçe Talebi**” [Additional Budget Request] link under **Proje Talepleri**” [Project Requests] menu on the left hand side of the screen. Select the “**Talep Tipi**” [Request Type]. If additional budget request is to be made for an item under the project request list, select the “**Talep Listemdeki Bir Kaleme**” [To an Item in My Request List] and fill in “**Var olan Talepler, Toplam ve Gerekçe**” [Existing Requests, Amount and Justification] fields. If additional budget request is to be made for a new item, the “**Yeni Bir Talep Kalemine**” tipi [“To a New Request Item” Type] is selected, the “**Talep Türü, Türü, Gerekçe, Adet, Birim Fiyatı ve Tutar**” [Request Type, Type, Justification, Quantity, Unit Price and Amount] fields are filled. No commas should be used when entering the “**Birim Fiyat**” [Unit Price] or the “**Tutar**” [Amount].
- c. To submit the request immediately, the “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- d. If the request will not be submitted immediately, it is saved by clicking on the “**Taslak Olarak Kaydet**” [Save as Draft] button; at a later time, the draft version of the request can be revised, cancelled or submitted to the BAP Committee by clicking on, respectively, the “**Yeniden Düzenlenebilir**” [Revise], “**İptal Edilebilir**” [Cancel] or “**Gönder**” [Send] button under the link **Talepleri Liste**” [List the Project Request] under “**Proje Talepleri**” [Project Request] menu.

### 3.2. Additional Travel Budget Request

Additional budgets requested and received for travel purposes to participate in scientific meetings are assessed separately from the additional budget (separately from the 25% additional budget rate) requests made for meeting project needs. After the project is accepted and the foreign travel becomes definite, transportation, daily allowance, accommodation expenses and registration fee are covered by this additional travel budget. After the transactions related to travel expenses are finalized by the BAP Financial Coordinatorship, the remaining travel budget is returned to the BAP budget pool.

#### 3.2.1. Scientific Meeting (Conference Symposium, Congress) Participation Support

BAP supports the participation in scientific meetings to enable the presentation of the deliverables belonging to scientific research. The prerequisite for this support is the existence of a paper that has been accepted for presentation in an international and peer-reviewed scientific meeting. Utmost attention should be paid that in these deliverables that are derived from BAP Projects and that will be presented in scientific meetings, the support of Boğaziçi University Research Fund (BAP) is acknowledged as “BÜ Bilimsel Araştırma Projeleri tarafından .... kodu ile” or “by Boğaziçi University Research Fund Grant Number .....]. **Travel support is provided once in a calendar year, to one person, even if he/she is a director in two projects.**

Support is provided for attendance to international and especially peer-reviewed scientific meetings (conference -symposium-congress) in BAP projects.

Appointment letters (Görevlendirme Yazıları) sent prior to the acceptance of the project proposal by the BAP Committee or prior to the signing and uploading of the project contract, are not accepted.

**In all project types**, for scientific meetings with the start date of August 1, 2023 or later, within the scope of ceilings shown in the following table, travel support is provided to the project director, the full-time Faculty members of our University, the full-time Boğaziçi University employees with a doctoral degree and post-doc researchers working in BAP projects within the normal project duration and until the end date of the “Belirli Süreli Hizmet Sözleşmesi” **[Fixed Term Contract]**.

Ceiling 2023 (August 1, 2023 or later)	U.S.A. and Distant Countries	European and Nearby Countries
Travel expenses	TL 24.000	TL 10.500
Daily Allowance/ Accommodation	TL 10.500	TL 10.500
Registration Fee	TL 13.500	TL 13.500
Virtual Conference Registration Fee	TL 9.000	TL 9.000

An international meeting participation support may be granted once in a calendar year to the doctorate student in **Doctorate (D Code) project** provided that he/she owns studentship rights and will present a paper. The travel support is provided as an additional support (within the following ceilings), apart from the project budget ceiling and 25% additional budget. Support is not provided for doctoral students for participation in both international meetings and international fieldwork in the same year.

Ceiling 2023 (August 1, 2023 or later)	U.S.A. and Distant Countries	European and Nearby Countries
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<b>Travel expenses</b>	TL 24.000	TL 10.500
<b>Daily Allowance/ Accommodation</b>	TL 10.500	TL 10.500
<b>Registration Fee</b>	TL 13.500	TL 13.500
<b>Virtual Conference Registration Fee</b>	TL 9.000	TL 9.000

To participate in an international meeting, support may be granted once in a calendar year to one graduate student (MS, MA or Ph.D.) who is on the project team of a **Complementary Support (M Code) project** provided that he/she owns studentship rights and will present a paper. The travel support is provided as an additional support within the following ceilings, apart from the project budget ceiling and 25% additional budget. The principles and procedures for such a support will be considered within the framework of the rules set for doctoral students in “D” code projects.

<b>Ceiling 2023 (August 1, 2023 or later)</b>	<b>U.S.A. and Distant Countries</b>	<b>Europe and Nearby Countries</b>
<b>Travel expenses</b>	TL 24.000	TL 10.500
<b>Daily Allowance/ Accommodation</b>	TL 10.500	TL 10.500
<b>Registration Fee</b>	TL 13.500	TL 13.500
<b>Virtual Conference Registration Fee</b>	TL 9.000	TL 9.000

To participate in an international meeting, support may be granted once in a calendar year to **one graduate student (MS, MA or Ph.D.)** who is on the project team (*those students who are included in the team after the project attains an ongoing status will not benefit from this grant*) of a **Standard (P Code) project** provided that he/she owns studentship rights and will present a paper. The travel support is provided as an additional support, within the following ceilings apart from the project budget ceiling and 25% additional budget. The principles and procedures for such support will be considered within the framework of the rules set for doctoral students in “D” code projects.

<b>Ceiling 2023 (August 1, 2023 or later)</b>	<b>U.S.A. and Distant Countries</b>	<b>European and Nearby Countries</b>
<b>Travel expenses</b>	TL 12.000	TL 5.250
<b>Daily Allowance/ Accommodation</b>	TL 5.250	TL 5.250
<b>Registration Fee</b>	TL 6.750	TL 6.750
<b>Virtual Conference Registration Fee</b>	TL 4.500	TL 4.500

**BAP does not support domestic national scientific meetings.** In case a researcher wants to participate in a domestic international scientific meeting, his/her right to participate in an international meeting is considered to be exercised for that specific calendar year.

- a. Appointment letters (görevlendirme yazıları) related to the travel requests should be submitted through the EBYS (Electronic Document Management System (Elektronik Belge Yönetim Sistemi)) at least 30 days prior to the travel date.
- b. As the appointment letters (*görevlendirme yazıları*) sent via the EBYS (Electronic Document Management System (Elektronik Belge Yönetim Sistemi)) bear a stamp carrying the date and time, retrospective assignments are in no way taken into consideration by the BAP Committee.
- c. For participating in the same scientific meeting, more than one full-time faculty member/employer holding a doctoral degree may receive support from the related project, provided that they have different papers.
- d. In Doctorate (“D” Code) projects, the doctoral student may receive support for participating in scientific meetings as long as he/she holds studentship rights. As the studentship rights terminate upon reaching the maximum time, the doctoral students cannot get support for participating in such meetings. However, they can continue to work on the team of a “D” coded project. In order for the director and the doctoral student to receive support for participating in the same meeting, they should have different papers.
- e. For participating in international meetings, support is not granted for graduate or doctoral students working in Altyapı (“S” kodlu) [Infrastructure (“S” code)], Çok Disiplinli (“R” kodlu) [Multidisciplinary (R code)], Sosyal ve Beşeri Bilimlerde Stratejik Araştırmalar (“SBA” kodlu) [Strategic Research in Social Sciences and Humanities (“SBA” code)] and İleri Teknoloji Uygulama ve Geliştirme (“TUG” kodlu) [Advanced Technologies Application and Development (“TUG” code)], Start-Up (“SUP” code) [Start-Up (“SUP” code)] projects.
- f. The young assistant professors who have been recently appointed and started to work full time, apart from the BAP support rendered once in a year to present papers in international scientific meetings, will be granted a second foreign travel support for 3 years, starting from the date they start work, to present papers, to be listeners, to participate in workshops, to develop joint projects or to initiate collaborations. If the travel support provided twice a year is requested to participate as a listener but not to present a paper, to participate in a workshop, to develop joint projects or to initiate collaborations, a detailed explanation about the nature and the necessity of travel is to be presented to the BAP Committee. Dates of foreign travel to develop joint projects or to initiate collaborations need to be planned accordingly and the travel requests are to be made timely. Travel opportunity will be lost if it cannot be used in the pertinent calendar year.
- g. If faculty members on long-term leave want to participate in scientific meetings, their travel from a foreign city to the city of meeting is supported. If these faculty members are on long-term leave in a foreign country and their travel will start from Turkey, the sabbatical appointment (*görevlendirme*) should be officially ended and the BAP Committee should be informed in writing.
- h. At the project application preparation stage, grants for domestic (and foreign, if essential) fieldwork only should be requested from the “**Yolluk Giderleri**” [Travel Allowance] field under the “**Proje Talep Listesi**” [Project Request List], if they are required for project studies. These requests should not include **foreign travel allowance support for participating in scientific meetings**. After the project is accepted and the foreign travel becomes definite, transportation, daily allowance, accommodation expenses and the registration fee are covered by the additional travel budget.

**These steps are followed to submit (Bilimsel Toplantılara Katılım/Participation to International Meetings) “Seyahat Talebi” [Travel Request] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Projelerim”** [My Projects] tab and select **“Proje Başlığı”** [Project Heading].
- b. Click on **“Seyahat Talebi”** [Travel Request] link under **“Proje Talepleri”** [Project Requests] menu on the left hand side of the screen.
- c. Fill in the **“Seyahat Formu”** [Travel Form]
- d. **“Görevlendirme Tarihleri”** [Appointment Dates] and **“Toplantı Tarihleri”** [Meeting Dates] are selected on the calendar in the order of **“Year, Month, and Day”**, respectively, otherwise the dates are entered in a wrong way or they may not be entered at all.
- e. To submit the request immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- f. If the request will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the request can be revised, cancelled or submitted to the BAP Committee by clicking on, respectively, the **“Yeniden Düzenlenebilir”** [Revise], **İptal Edilebilir** [Cancel] or **“Gönder”** [Send] button under the **“Talepleri Listele”** [List the Requests] link under the **“Proje Talepleri”** [Project Requests] menu.

Detailed information about the steps for preparing scientific meeting participation **“Yolluk Giderleri Avans Talep Formu”** [Travel Allowance Advance Request Form] over the **“Bilim İnsanı Portalı”** [Scholar Portal] is given in the **“Proje Bütçesi Harcama Usulleri”** heading under **“Proje Bütçesi Harcama Usulleri”** [Project Budget Disbursement Principles] in the part explaining **“Ön Ödeme (Avans Alma)”** [Receiving Advance].

### **3.3. Section Transfer Request**

If needed and justified, amendments can be made in the distribution of budget among different sections. However, no request can be made to transfer the part remaining from “the additional travel budget for participating in domestic and foreign scientific meetings” into other sections. Moreover, after the acceptance of a project or the assessment of the budget for the following year, no budget transfer can be between research personnel (under full SGK coverage) and scholarship students.

**These steps are followed to submit “Fasıl Aktarım Talebi” [Section Transfer Request] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Projelerim”** [My Projects] tab and select **“Proje Başlığı”** [Project Heading].
- b. Click on **“Fasıl Aktarım”** [Section Transfer] link under **“Proje Talepleri”** [Project Requests] menu on the left hand side of the screen.
- c. Select the **“Alınacağı Hesap”** [Account to be Debited] and the **“Aktarılacağı Hesap”** [Account to be Credited] of the grant. Fill in the **“Aktarılacak Tutar”** [Transfer Amount] and **“Gerekçe”** [Justification] fields No commas should be used when entering the **“Aktarılacak Tutar”** [Transfer Amount].
- d. To submit the request immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- e. If the request will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the request can be revised, cancelled or submitted to the BAP Committee by clicking on, respectively, the **“Yeniden Düzenlenebilir”** [Revise], **İptal Edilebilir** [Cancel] or **“Gönder”** [Send] button under the link **“Talepleri Listele”** [List the Project Request] under **“Proje Talepleri”** [Project Request] menu.

### 3.4. Amendment Request

Unless there is a compelling reason, no changes should be made in the essence, director, team, calendar, budget, the name and the surname information of the personnel to be employed, the working period of personnel and the machines and equipment/consumer goods list of the project. If an amendment is not between two sections (for example from 3.2. to 3.5.), but within the same section (for example if the same budget in 03.7.1.02 will be used), this type of request has to be made to get the approval of the BAP Committee. Such a request should not include more than one amendment.

#### 3.4.1. Request for an Restricted Authorized User

After the project application is assessed by the BAP Committee and the project contract is signed, the “**Değişiklik Talebi**” [Amendment Request] is submitted over the “**Bilim İnsanı Portalı**” [Scholar Portal] for the person who is to be named as a restricted authorized user by identifying him/her to the system by filling in the name and the surname, Turkish ID No., e-mail address, his/her department, his/her interest in the project and the justification. After the approval is received, a username and a password are automatically sent to the person who is now identified to the system as a restricted authorized user from the [www.bapdestek@boun.edu.tr](mailto:www.bapdestek@boun.edu.tr) address.

The restricted authorized user accesses the “**Bilim İnsanı Portalı**” [Scholar Portal] with the username and the password provided by the “**Yetkilendirilmiş Kullanıcı Girişi**” [Authorized User Access]. If the authorization of the restricted authorized has to be cancelled, the project director sends a “**Değişiklik Talebi**” [Amendment Request] over the system. After the approval is received, the access to the project and the operational authorization are removed. Only one user can be authorized to one project. The same person cannot be simultaneously authorized in another project. The project director is responsible for the preparation of a project and its submission to the BAP Committee. The restricted authorized user does not have access to new project application steps using his/her account. The project director is accountable for all the transactions (request, report, request slip, advance etc.) made by the user for whom he/she requested authorization.

#### 3.4.2. Request for Suspension of an Ongoing Project

In case of long-term leaves (e.g. military service, sick leave, maternity leave, unpaid leave, second 3-month appointmentleave etc.), that require the decision of Üniversite Yönetim Kurulu (ÜYK) [University Executive Board], or unpaid leaves, leaves for doing military service, maternity leaves or sick leaves, in order not to setback financial procedures for which a wet signature is needed, it is required that the director of the ongoing project transfer the directorship to a full time researcher (with a doctoral degree (except post-doc)) on the project team.

The project director must submit an amendment request to the BAP Committee in order to suspend the project. If the transfer is not done by receiving the approval of the BAP Committee or if the project is not suspended, the administrative and financial procedures (additional budget, section transfer, amendment, additional time, following year budget and additional travel budget requests; issuing new request slip or new advance requests and the payments transactions for research personnel and scholarship students) related to the project will be suspended by the the decision of the BAP Committee; the research personnel (under full SGK coverage) is exited after his/her legal progress payment is paid; the scholarships are terminated; only the transactions regarding the request slips and the advance requests, which were started before the long-term assignment date, will continue and will be completed. Only in case of long-term leaves such as sabbatical assignments, research leaves of duration more than three months) that require a ÜYK decision and /or compelling reason leaves like pandemic, sick leaves, natural disasters; the suspension of the project may be requested. In case there is a compelling reason other than the above mentioned legal leave periods hindering the proceeding of the project, as a result of the evaluation made as per the amendment request, the project may be suspended only once and only up to 6 months. Project is activated as soon as the



mentioned period ends by the decision of the BAP Committee, without the request of the project director.

**These steps are followed to submit “Değişiklik” [Amendment] and “Sınırlı Yetkili Kullanıcı” [Restricted Authorized User] requests over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “Projelerim” [My Projects] tab and select “Proje Başlığı” [Project Heading].
- b. Click on “Değişiklik Talebi” [Amendment Request] link under “Proje Talepleri” [Project Requests] menu on the left hand side of the screen.
- c. Fill in the “Değişiklik Talebi” [Amendment Request] and “Gerekçe” [Justification] fields.
- d. If the “Araştırmacı Personel” [Research Personnel] working on a salary basis under the BAP project is to be changed, “01.2.1.90 Araştırmacı personel çalıştırma kapsamında çalışan eleman değişikliği ise lütfen işaretleyiniz.” [“Please check if it is about changing a personnel working under 01.2.1.90 employment of research personnel context.”] box is to be marked. **This box should not be checked for changing the project team members.**
- e. To submit the request immediately, the “Kaydet ve Şimdi Gönder” [Save and Send Now] button is clicked on.
- f. If the request will not be submitted immediately, it is saved by clicking on the “Taslak Olarak Kaydet” [Save as Draft] button; at a later time, the draft version of the request can be revised, cancelled or submitted to the BAP Committee by clicking on, respectively, the “Yeniden Düzenlenebilir” [Revise], İptal Edilebilir” [Cancel] or “Gönder” [Send] button under the link Talepleri Listele” [List the Project Request] under “Proje Talepleri” [Project Request] menu.

### 3.5. Publication Presentation Request

In case the project results are published at a date after the project is closed, the published deliverables that acknowledge the financial support of Bilimsel Araştırma Projeleri (BÜ Bilimsel Araştırma Projeleri tarafından .... kodu ile or by Boğaziçi University Research Fund Grant Number ..... ) by citing the related project code(s) can be submitted, over the “Bilim İnsanı Portalı” [Scholar Portal], to the approval of the BAP Committee; these deliverables are included in the database of “Published Deliverables Acknowledging the BAP Support by Citing the Project Code”.

In “Ürün Sunumu” [Publication Presentation] requests, in case it is understood that the project and the product itself are not directly related, it is considered to be a “BAP-supported academic activity” and the acceptance of this publication is relayed to the director as “Publication presentation request made with reference to no.... project with a mention of code is considered by the Committee as a BAP-supported academic activity”.

**These steps are followed to submit “Ürün Sunumu” [Publication Presentation] requests over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Log in the “Bilim İnsanı Portalı” [Scholar Portal] with your user name and password and click on the “Bilim İnsanı” [Scholar] tab.
- b. To upload the publication, click on the “Lisansüstü Tezler (ekle linkinden)/ “Yayınlarım (ekle linkinden)” [Graduate Theses(add)/My Publications (add)] link] under the “Akademik Faaliyetler” [Academic Activities] menu that opens under the “Bilim İnsanı Portalı” [Scholar Portal].
- c. To list all publications, click on the “Lisansüstü Tezler/ “Yayınlarım” [Graduate Theses(add)/My Publications] link.
- d. Click on the “Başvur” [Apply] button under the “BAP’a Ürün Sunumu” [Publication Presentation to BAP] heading on the right side of the screen.

- e. Click **“Tamam”** [Yes] to answer the question **“Ürün sunumu başvurusu yapmak istediğinizden emin misiniz?”** [Are you sure you want to apply for publication presentation?] that will appear on the screen.
- f. On the screen that appears, select the BAP project you would like your publication to be associated with and click on the **“Kaydet”** [Save] button.

## 4. PROJECT PERIODIC REPORTS

**“Dönem Raporu”** [Periodic Report] (Template should be downloaded from the system by following the steps below) should be submitted over the system by the end of each year for projects with a duration of 18, 24 and 30 months. For Standart (“P” kodlu) [Standard (P code)], Doktora (“D” kodlu) (Doctorate (D code) , Tamamlayıcı Destek (“M” kodlu) [Complementary Support (M code)], Çok Disiplinli (“R” kodlu) [Multidisciplinary (R code)], Altyapı (“S” kodlu) [Infrastructure (“S” code)], Sosyal ve Beşeri Bilimlerde Stratejik Araştırmalar (“SBA” kodlu) [Strategic Research in Social Sciences and Humanities (“SBA” code)] and İleri Teknoloji Uygulama ve Geliştirme (“TUG” kodlu) [Advanced Technologies Application and Development (“TUG” code)] and Start-Up (“SUP” code) [Start-Up (“SUP” code)] projects, periodic reports should be submitted every 12 months.

Periodic reports should include information about the disbursements made during that year, work done, results and the progress of project. Periodic reports are evaluated only by the internal reviewer (inside the Committee) and the decision is finalized after the discussion in the BAP Committee meeting. Project reports are either accepted or sent for revision. If a project is successful, the BAP Committee will decide on its continuation. The BAP Committee may request more than one revisions for periodic reports.

In projects lasting longer than one year, the supports projected at the time of application for the second and the third years (last 6 months) do not open automatically. Second and third year (last 6 months) supports will be assessed along with the **“Dönem Raporu”** [Periodic Report] and **“Gelecek Yıl Bütçe”** [Following Year Budget] request which the director will submit over the system. The requests for opening the second or third year (last 6 months) budgets should be submitted to the BAP Committee over the **“Bilim İnsanı Portalı”** [Scholar Portal] during the project year the budget belongs to. Budgets not requested in the pertinent project year cannot be requested and opened to use retrospectively.

When the normal project period selected from the system as 12, 18, 24 and 30 months from the system at the time of application expires (when project period depicts ‘0’) new requests (travel, additional budget, section transfer, amendment, following year budget) cannot be made and new slip and advance payment requests cannot be started.

However, additional time may be requested along with a periodic report. New requests, new request slips and new advance requests can be started only after the acceptance of periodic report and the additional time by the BAP Committee. **If the project period of 33 months including the additional period has been reached**, new request slip and new advance process cannot be started.

At the step of evaluation, the BAP Committee may ask for a revision of a periodic report and inform the project director about this decision. Then, periodic reports are prepared again by projects directors who have to consider these remarks.

A periodic report should be a unified document (excluding the annexes) which includes the basic elements of a scientific report. It has to contain information about the steps and details of conducted research and compare the initial targets with realized work. The language used (English or Turkish only) in these reports has to be consistent.

The periodic report cannot be the thesis, the journal paper or the thesis progress report per se; these deliverables (if available) can be submitted as addendum.

**These steps are followed to submit “Dönem Raporu” [Periodic Report] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “**Projelerim**” [My Projects] tab and select “**Proje Başlığı**” [Project Heading].
- b. Project “**Başlama Tarihi**” [Start Date] is noted.
- c. Click on “**Dönem Raporu Ekle**” [Add Periodic Reports] link under “**Proje Raporları**” [Project Reports] menu on the left hand side of the screen.
- d. Fill in the “**Dönem Başlangıç Tarihi**” [Period Start Date] to be the project start date by selecting on the calendar, **the year, the month and the day**, respectively.
- e. Fill in the “**Dönem Bitiş Tarihi**” [Period End Date] by selecting on the calendar, **the year, the month and the date** of the ongoing day, respectively.
- f. Click on the “**Rapor Oluştur**” [Create a Report] button and **click on** the “**Dönem Raporunun mali veriler ile doldurulmuş şablonunu indirmek için tıklayınız**” [Click to download the template of the Periodic Report filled with financial data] link and download the template to your computer.
- g. First two entries of the template are already automatically filled with the financial data fed from the system. No modifications/changes should be made on these data.
- h. Project progress report and other information requested from the project director are prepared.
- i. If a report is created, upload the report to the system along with the other deliverables from the research (as a zip/rar file) by using “**Raporları Listele**” [List the Reports] link by clicking on “**Görüntüle**” [Preview] and “**Göz At**” [Review] button.
- j. To submit the report immediately, “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- k. If the report will not be submitted immediately, it is saved by clicking on the “**Raporu Taslak Olarak Kaydet**” [Save the Report as Draft] button; the report can later be submitted to the BAP Committee by clicking on the “**Raporu Gönder**” [Send the Report] button under the “**Raporları Listele**” [List the Reports] link under the “**Proje Raporları**” [Project Reports] menu.

**These steps are followed for “Dönem Raporu Revizyon” [Periodic Report Revision] transactions over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “**Projelerim**” [My Projects] tab and select “**Proje Başlığı**” [Project Heading]
- b. Click on the “**Raporları Listele**” [List the Reports] link under “**Proje Raporları**” [Project Reports] menu on the left hand side of the screen.
- c. Click on “**Görüntüle**” [Preview] and “**Göz At**” [Review] buttons to download report inscribed with the “**Komisyon Revizyon Talebi**” [Committee Revision Request] under “**Durum**” [Status] heading.
- d. “**Komisyon Revizyon Note**” [Committee Revision Note] is right under the “**Komisyon Revizyon Kararı**” [Committee Revision Decision] menu on the upper left hand side of the screen.
- e. After the updates are made to the report for which the revision is requested, upload the report to (in place of the previous report) the system along with the other deliverables from the research (as a zip/rar file) by using “**Raporları Listele**” [List the Reports] link under the “**Proje Raporları**” [Project Reports] menu by clicking on “**Görüntüle**” [Preview] and “**Göz At**” [Review] button.
- f. To submit the report immediately, “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- g. If the report will not be submitted immediately, it is saved by clicking on the “**Raporu Taslak Olarak Kaydet**” [Save the Report as Draft] button; the report can later be submitted to the BAP Committee by clicking on the “**Raporu Gönder**” [Send the Report] button under the “**Raporları Listele**” [List the Reports] link under the “**Proje Raporları**” [Project Reports] menu.

#### 4.1. Following Year Budget Request

Second or the third year (last 6 months) budgets are not automatically opened for use. Only the first year budget allocations are determined by the BAP Committee during the evaluation process and the funds, for the accepted projects, are made available after the signing of the contract; the budgets (except for the SUP CODE projects) of other years are not approved at the time of application. Grants projected in the project proposal for second and third years (last 6 months) are not automatically assessed, but upon request along with the submission of **“Dönem Raporu”** [Periodic Report].

On the other hand, the total budgets of Start-Up projects are finalized at the time of project approval. However, the budgets for the 2nd and the 3rd years are made available, upon request, following the approval of “Dönem Raporu” [Periodic Report] which has to be submitted after each 12-month period.

In order for the second and/or the third year (last 6 months) budgets to become available, it is necessary that the project has completed 12th and/or 24th months and that the project director presents a periodic report to the Committee depicting the scientific progress achieved. Simultaneously, for the second or the third year (last 6 months) budget request(s), a new budget (a following year budget request) should be prepared and presented to the BAP Committee for approval. **“Sözleşmeler”** [Contracts] for the second or the third year (last 6 months) budgets that **are decided to be supported** are created by the system.

Logging into the system with a username and a password, the contract for the second or the third year (last 6 months) budget is accessed under the heading of **“Proje Bilgileri”** [Project Information] by selecting the related **“Proje Başlığı”** [Project Heading] under the **“Projelerim”** [My Projects] tab. The contract that is downloaded to the computer, printed and signed by the director is submitted to the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü). The contract signed by the Head of the BAP Committee is uploaded back to the system; now the project earns an ongoing project status. The second and third year (last 6 months) budgets of the project are made available by reloading the contract, approved by the BAP Committee, to the system.

The grants for the second or the third year (last 6 months) or the requests for additional time are not assessed unless **“Dönem Raporu”** [Periodic Report] is presented to and approved by the BAP Committee. The requests for opening the second or third year (last 6 months) budgets should be submitted to the BAP Committee over the **“Bilim İnsanı Portalı”** [Scholar Portal] during the project year the budget pertains to. Budgets not requested in the pertinent project year cannot be requested and opened for use.

During project application, a budget is requested for following years. When a budget is requested for the following year by submission of a periodic report, most preferably the request should contain the same procurements as planned at the application step. In the case of different requests, the need should be clearly stated.

When the normal project period selected from the system as 12, 18, 24 and 30 months at the time of application expires (when project period depicts ‘0’) new request (travel request, additional budget request, section transfer request, amendment request, following year budget request), new request slip and new advance process cannot be started. Additional time can be requested only if a periodic report is submitted.

New requests, new request slips and new advance requests can be started only after the acceptance of the periodic report by the BAP Committee. **If the project period of 32<sup>nd</sup> months including the additional period has been reached**, new requests (travel request, additional budget request,

section transfer request, amendment request, following year budget request) are not considered for evaluation. The requests are expected to be submitted to the BAP Committee before the beginning of the 32<sup>nd</sup> month.

**If the project period of 33 months including the additional period has been reached, new request slip and new advance process cannot be started.**

All requests including appointments (görevlendirme) and the activities should be planned and made in a way **not to exceed the total period including the additional periods** granted by the BAP Committee.

Request slips and advance processes are continued **in case they were started within the total project period including the additional periods.**

**These steps are followed for “Gelecek Yıl Bütçe Talebi” [Following Year Budget Request] transactions over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Projelerim”** [My Projects] tab and select **“Proje Başlığı”** [Project Heading].
- b. Click on the **“Gelecek Yıl Bütçesi”** [Following Year Budget] link under **“Gelecek Yıl Bütçesi”** [Following Year Budget] menu on the left hand side of the screen.
- c. The requests projected for the second and third years at the time of project application pops up in the list that opens. Requests may be revised or deleted by clicking on them.
- d. For unprojected needs at the time of project application, you may make (except the research personnel employment item) a new request entry by clicking on the **“2. Yıl”** [second year] or **“3. Yıl”** [third year] links on the side of each request item.
- e. Click on the **“Kaydet”** [Save] button to save after entering the following year budget.
- f. Following year budget request may be submitted to the BAP Committee by using the **“Yeniden Düzenlenebilir”** [Revise], **“İptal edilebilir”** [Cancel] or **“Gönder”** [Send] buttons, on the **“Bütçeleri Listele”** [List the Budgets] link on the upper left hand side of the page.

**These steps are followed for “Gelecek Yıl Bütçe Talebi Revizyon” [Following Year Budget Revision] transactions over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Projelerim”** [My Projects] tab and select **“Proje Başlığı”** [Project Heading].
- b. **“Proje Genel Bilgiler”** [General Project Information] screen pops up. You may click on the date and number link bearing the closest date in **“Tutanak Tarihi ve Sayısı”** [Minutes Date and Number] line on this page to get information about the revision.
- c. Open the **“Gelecek Yıl Bütçe”** [Following Year Budget] menu on the left hand side of the screen and click on the **“Gelecek Yıl Bütçe”** [Following Year Budget] link.
- d. Make the entries and save by clicking on the **“Kaydet”** [Save] button.
- e. Click on the **“Bütçeleri Listele”** [List the Budgets] link and **“Görüntüle”** [Preview] button and re-submit the request to the BAP Committee by using the **“Yeniden Düzenlenebilir”** [Revise] and **“Gönder”** [Send] buttons.

#### **4.2. Additional Time Request**

Projects should be finalized latest by the 33<sup>rd</sup> month starting from the project start date including the additional period. Unless the project periodic report is submitted and additional time is requested by the director within the 3 months following the termination of project (12, 18, 24 and 30 months), only the final report can be submitted via the system. **As the projects are expected to finish in the 33<sup>rd</sup> month,** by the submission of a periodic report, a request can be made for an additional time for a maximum of 3 months in 30-month projects, 9 months in 24-month projects, 15 months in 18-month projects and 21 months in 12-month projects.

When the normal project period selected from the system as 12, 18, 24 and 30 months at the time of application expires (when project period depicts '0'), new requests (travel, additional budget, section transfer, amendment, following year budget) cannot be made and new slip and advance payment requests cannot be started.

However, additional time may be requested along with a periodic report. New requests, new request slips and new advance requests can be started only after the acceptance of periodic report and additional time by the BAP Committee. **If the project period of 32nd months including the additional period has been reached**, new requests (travel request, additional budget request, section transfer request, amendment request, following year budget request) are not considered for evaluation. The requests are expected to be submitted to the BAP Committee before the beginning of the 32<sup>nd</sup> month.

***These steps are followed to submit “Ek Süre Talebi” [Additional Time Request] over the “Bilim İnsanı Portalı” [Scholar Portal]:***

- a. Click on the **“Projelerim”** [My Projects] tab and select **“Proje Başlığı”** [Project Heading].
- b. Click on the **“Ek Süre”** [Additional Time] link under the **“Proje Talepleri”** [Project Requests] menu on the left hand side of the screen.
- c. Enter the **“İstenen Süre”** [Requested Time] and **“Gerekçe”** [Justification] fields in the page that opens.
- d. To submit the request immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- e. If the request will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the request can be revised, cancelled or submitted to the BAP Committee by clicking on, respectively, the **“Yeniden Düzenlenebilir”** [Revise], **“İptal Edilebilir”** [Cancel] or **“Gönder”** [Send] button under the **“Talepleri Listele”** [List the Requests] link under the **“Proje Talepleri”** [Project Requests] menu.

## **5. MOVABLES TRANSACTION SLIP (EQUIPMENT AND OFFICE SUPPLY TRANSACTIONS)**

As per the Movable Regulation put into effect by the Cabinet decision dated Dec. 28th, 2006, number 2006/11545, all the movable goods purchased for the project are listed in the inventory record of the higher education institution with a **“Taşınır İşlem Fişi”** [Movable Transaction Slip]. Durable movables under this heading are handed over to the project director or someone he/she assigns with a **“Taşınır Teslim Belgesi”** [Movable Consignment Document]. Consumable goods and equipments are handed over directly to the project director with a **“Taşınır İşlem Fişi”** [Movable Transaction Slip]. Durable movables handed over to the government officials (project directors) may not be transferred to third parties. In the case the project director quits his/her post, the movables should be returned to the storehouse; otherwise, his/her exit procedure is not finalized. For purchases made by advance payment by the project director and equipment purchased by the BAP Procurement Directorate (BAP Satın Alma Şube Müdürlüğü) itself, examination and acceptance procedures are followed by assignment of **“Taşınır İşlem Fişi”** [Movable Transaction Slip].

Books bought within the framework of the BAP projects are recorded in the inventory of the Faculty /Institute the project director is affiliated with by preparing a **“Taşınır İşlem Fişi”** [Movable Transaction Slip] in accordance with the **“Taşınır Mal Yönetmeliği”** [Movable Regulation]. The priority of use of these books rests with the project director during the project period. When the project ends, the project directors should have the his/her faculty's/institute's movable registration control officer execute the transfer of the books purchased within the framework of the project to the library after being cleared from the liability of the project director. The project director should

submit the written documents regarding the completion of the transfer, prepared by the faculty's/institute's movables registration control officer, along with the project final report to the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü).

## **6.DOCTORAL DISSERTATION AWARD SUPPORT**

The BAP Committee grants Doctoral Dissertation Awards every year in order to encourage research activities and to reward young and successful researchers at the start of their career. The dissertation jury applies for the Award, with their justification.

The copies of the following documents should be sent to the BAP Administrative Coordination Office via EBYS:

For each dissertation nominated for the award, the jury must fill in the "Doctoral Dissertation Award Application Form". The justification for the "Doctoral Dissertation Award" must be explained by the thesis jury and signed in ink by all members.

All deliverables of doctoral thesis that were produced until the date of thesis defence should be submitted.

The "Institute Executive Board Decision" should be added stating that the dissertation has been approved. The "Electronic Copy of the Dissertation" must be submitted by the relevant institutes. It is the applicant's responsibility to follow up whether the Institute Administrative Board decision and the electronic copy of the dissertation are forwarded to the BAP Administrative Coordinator. Applications that have not reached the BAP Administrative Coordination Office with the Institute decision and the electronic copy of the doctoral dissertation are not evaluated by the Committee.

Certificates representing the Doctoral Dissertation Award are presented to the related persons at the Commencement. Doctoral Dissertation Award is given to one or more dissertations of paramount scientific qualification and unique contribution to scientific literature.

During evaluation, the number of deliverables (published or accepted to be published until thesis defense), their qualifications, the impact factor of the journals they were published in, references made and the justification of the dissertation jury and the time spent in doctoral studies are taken into consideration.

Nominated dissertations are assessed by two sub-committees elected from the BAP Committee members. Then, the BAP Committee takes a decision by evaluating the suggestions of sub-committees. Important dates and requirements regarding the application for doctoral dissertation awards are announced every year in April.

“Doktora Tez Ödülü Başvuru Formu” [Doctoral Dissertation Award Application Form] can be reached from the “Boğaziçi Üniversitesi” [Boğaziçi University] main page, under “Araştırma” [Research], under the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) website, under the “Formlar” [Forms] tab.

### **Summary of Documents Required together with the Doctorate Thesis Award Application Form and Important Points to be Considered:**

1. Justification of the application to the Doctoral Dissertation Award (Doktora Tez Ödülü) should be written by the dissertation jury and should be signed by all the jury members.

2. The sending of the e-signed decision of acceptance of the dissertation and an electronic copy (PDF) of the dissertation by the "Enstitü Yönetim Kurulu" [Institute Executive Board] over the EBYS [Electronic Signature Management System].
3. The evaluation is based solely on the deliverables resulting from the doctorate thesis and on the activities completed until the date of thesis defense. A copy of the deliverables should be appended to the application form.
4. The name of the publication(s), the authors, the journal(s) it(they) was(were) published in, the index (indices) that the journal(s) is(are) listed under, impact factor and the quartile of the journal(s), the number of times each deliverable is cited should be specified.

## FINALIZATION OF RESEARCH PROJECTS

The project is finalized when the “**Sonuç Raporu**” [Project Final Report] (*Template should be downloaded from the system by following the steps below*) is presented to and approved by the BAP Committee.

It is the responsibility of the project director to submit in a complete form the final report and its annexes. In final reports and in all deliverables (papers, book, thesis, introductory pages of the software presentation etc.), it is important to acknowledge the project by the project code number and to mention that the project was supported by Boğaziçi University BAP (**BÜ Bilimsel Araştırma Projeleri tarafından .... kodu ile** or **by Boğaziçi University Research Fund Grant Number....**). In case there is no reference, these deliverables may not be considered to be the products of that project. The deliverables that bear an acknowledgement with the relevant BAP project code will appear in the table under the “**Elde Edilmiş Ürünler**” [Deliverables] heading. Thereby, they will be included in the database created for products that bear an acknowledgement with the relevant BAP project code. Only those publications should be entered to the space under the “**Elde Edilmiş Ürünler**” [Deliverables] heading that bear an acknowledgement with the relevant BAP project code. In case there are deliverables that do not contain an acknowledgement to the BAP project or incomplete or unpublished, these can only be entered manually to the report under the “**Ekler**” [Attachments] heading and they can be attached to the wet-signed copy of final report.

The final report **cannot be the thesis or the journal paper per se**; such deliverables can be **annexed** to the report.

A final report (excluding the annexes) should be written in a formal language, considering that it is an official document. The language used (English or Turkish only) has to be consistent. The final report (excluding the annexes) should be a unified document which includes the basic elements of a scientific report and should **not exceed 20 pages**.

At the step of evaluation, the BAP Committee may ask for a revision of final report and inform the project director about this decision. Then, final reports are prepared again by projects directors considering these remarks.

A periodic report should be a unified document (excluding the annexes) which includes the basic elements of a scientific report. It has to contain information about the steps and details of conducted research and compare the initial targets with realized work. The language used (English or Turkish only) in these reports has to be consistent.

In order for the project to be terminated properly, the final report is an indispensable part of the process. It has to contain information about the steps and details of conducted research and compare the initial targets with the realized work. Why the targets could not be reached, has to be explained.



“Doctorate (D Code)” projects not only enable the researcher to be project directors in a second project but also provide support to the related doctoral student to attend scientific meetings and foreign fieldwork. Thereby, in these projects the related thesis student is expected to make a comprehensive contribution to research. **The BAP Committee evaluates the impact of this contribution through periodic and final project reports by considering the following additional information. In case this additional information is not provided in the report, it is requested from the project director.**

It is expected that the following information and annexes are present in the final reports of the “D” code projects when submitted to the BAP Committee for evaluation:

- If the thesis is completed, it should be annexed to the project final report and the related “D” code project should be acknowledged by citing the project code;
- If the thesis is not completed; information should be provided about its status, the expected completion date and whether with the same student a new application for a “D” code project will be submitted or not. The research involved in the thesis should be explained in a scientific reporting language; thesis progress reports and/or institute approvals should be annexed to the report.

It is expected that the following points are taken into consideration when preparing the final reports for the “M Kodlu” [M Code] projects submitted to the BAP Committee:

- a. The final report of the externally funded project should not be copied to the final report of the BAP project;
- b. The final project report to be submitted to the BAP Committee should be prepared so as to clearly present the differences in the scientific content covered in the final report of the externally funded project, and to emphasize the supportive attributes of the project accepted by the BAP Committee;
- c. How the scientific content of the externally funded project is complemented should be explained, the findings should be given and evaluated specifying the differences between the two studies.

At the step of evaluation, project final reports not satisfying the required format are re-sent to the project director for reformatting.

Besides the electronic submission, the hard copy of the project report signed by the project director, a copy of each deliverable produced during the research, should be sent to the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü). These are then submitted to the BAP Committee.

In compliance with legislation, project final reports are evaluated by the BAP Committee on the condition that the procedures for procurements and expenditures are completed. Financial data are generated by the system and appear in the final report template. Thus, after the completion of all expenditures, the final report template, which beholds the latest financial data, can be downloaded to PC. Then the final report can be submitted through the system.

The final reports of projects will be assessed by the internal reviewer (Committee member), discussed during the Committee meeting and finalized. Project final reports are either accepted or sent back to the project director for revision. Revised reports are assessed in the same way in the BAP Committee. The BAP Committee may send final reports for revision more than once.

The final reports sent to project directors for revision purposes, by the decision of the BAP Committee, should be resubmitted at the latest in 60 days from the date of Committee decision. Even if the final report was initially submitted within the 90-day allowance following the termination of project, the projects are considered as “overdue” if revised reports are not submitted within 60 days after the decision of the BAP Committee.

In case the project final report is approved regarding the format, technical progress report and other information as required on the report template, the status of the project at the time of closure is identified as;

- “On time” or “overdue” considering both the date the final report is submitted and the date of revised report if a revision was requested by the BAP Committee. The revised reports should be submitted within 60 days after the revision decision by the BAP Committee.
- “Have deliverables” or “do not have deliverables” considering whether or not there are deliverables which bear acknowledgement to relevant BAP project at the time of report submission;
- The projects that accomplished their goals anticipated at the project application are closed “successfully”, those that did not reach their goals are closed “unsuccessfully”. Projects that did not satisfy the criteria to be closed successfully and partially accomplished their goals are directly closed. Decisions about the acceptance of final report and termination of the project are sent to the director via the system.

Unless the ongoing project(s) is (are) finalized, the new project application of a project director who has reached his/her project number limits is not put into process. *(Please refer to Table 1 which under the heading “Project Support Types” illustrates the conditions of deliverability of a second project application for different project types).*

BAP Committee assesses the final reports of projects that have reached their minimum project periods (12 months). The final reports of projects which have not completed the minimum project period of 12 months may be relayed to the BAP Committee over the “**Bilim İnsanı Portalı**” [Scholar Portal] for evaluation only after the minimum project duration is completed.

**It is possible to submit over the system at the same time the final report of a project which has completed its minimum period and a new project application.**

**Unless the project periodic report is submitted and additional time is requested by the director in 3 months following the termination of the project period (12, 18, 24 and 30 months), only the submission of final report will be possible over the system.**

If the project has reached its terminal date (0. day) and the time (90 days) allowed for preparation of final report is exceeded (for projects with a duration of 37 months or more) and no final report has been submitted, and no information is provided by the respective department, the following measures are taken: the evaluation of project proposal is terminated if the project director has a project at this status and/or requests (including participation in conferences) made within the scope of the ongoing project are not considered. If still no final report is submitted, the project is terminated by the decision of BAP Committee.

- If the 3-month period (90 days) following the termination of 12-month projects has been exceeded, regarding the submission of final report via the Scholar Portal [Bilim İnsanı Portalı], reminders and warnings are sent at the 16th, 17th and 18th months following the starting dates of projects. Projects whose final reports are not submitted at the end of the 18th month will be

terminated by the decision of the BAP Committee **in the 19th month**. The new project applications submitted by the director, whose project has been terminated by this decision, will not be evaluated for a period of 1 year starting from the date of decision.

- If the 3-month period (90 days) following the termination of the 18-month projects has been exceeded, regarding the submission of final report via the Scholar Portal [Bilim İnsanı Portalı], reminders and warnings are sent at the 22nd, 23rd and 24th months following the starting dates of projects. Projects whose final reports are not submitted at the end of the 24th month will be terminated by the decision of the BAP Committee **in the 25th month**. The new project applications submitted by the director, whose project has been terminated by this decision, will not be evaluated for a period of 1 year starting from the date of decision.
- If the 3-month period (90 days) following the termination of the 24-month projects has been exceeded, regarding the submission of final report via the Scholar Portal [Bilim İnsanı Portalı], reminders and warnings are sent at the 28th, 29th and 30th months following the starting dates of projects. Projects whose final reports are not submitted at the end of the 30th month will be terminated by the decision of the BAP Committee **in the 31st month**. The new project applications submitted by the director, whose project has been terminated by this decision, will not be evaluated for a period of 1 year starting from the date of decision.
- If the 3-month period (90 days) following the termination of the 30-month projects has been exceeded, regarding the submission of final report via the Scholar Portal [Bilim İnsanı Portalı], reminders and warnings are sent at the 34th, 35th and 36th months following the starting dates of projects. Projects whose final reports are not submitted at the end of the 30th month will be terminated by the decision of the BAP Committee **in the 37th month**. The new project applications submitted by the director, whose project has been terminated by this decision, will not be evaluated for a period of 1 year starting from the date of decision.

In **“Tamamlayıcı Destek”** [Complementary Support] projects, contracts that are made with the supporting institution(s) are complied with.

All the documents and records pertaining to the project and the wet-signed final report are sent to the archive and kept there for 5 years by the BAP Unit.

***These steps are followed to submit “Sonuç Raporu” [Final Report] over the Bilim İnsanı Portalı [Scholar Portal]:***

- First of all, deliverables, initiated by the project, like journal, paper, book, software, thesis that refer, with the project code, to the project for which the final report will be written should be entered to the system via **“Bilim İnsanı Portalı”** [Scholar Portal] tab, following the **“Yayınlarım”** [My Publications], **“Ekle”** [Add] and **“Lisansüstü Tezler”**, [Graduate Theses], **“Ekle”** [Add] fields under the **“Akademik Faaliyetler”** [Academic Activities] menu and then final report template should be downloaded.*
- After the deliverables initiated by the project are entered, **“Proje Başlığına”** [Project Heading] is clicked on under the **“Projelerim”** [My projects] tab. The **“Sonuç Raporu Ekle”** [Add Final Report] link is clicked under the **“Project Reports”** menu on the left hand side of the upcoming screen.*
- The **“Eld edilen ürünlerin listesini görmek/sonuç raporuna eklemek için tıklayınız”** [Please click to review the deliverables/to add them to the final report] link and then the **“Ekle”** [Add] button are clicked to annex, into the final report (which has not been downloaded yet), the publications that are entered to the system via **“Bilim İnsanı Portalı”** [Scholar Portal] tab*
- In case there are deliverables that do not contain an acknowledgement to the BAP project or uncompleted or unpublished deliverables, these can only be entered to the report manually under the **“Ekler”** [Attachments] heading.*
- In case the project has no deliverables, the **“Projemden Ürün Çıkmamıştır”** [My Project Has No Deliverables] box should be ticked and the explanation space is filled in, if necessary. (For deliverables, which initiated from other BAP projects and acknowledge the financial support of*

BAP by citing the related project code(s), the “**Ürün Sunumu**” [Deliverables Presentation] request is made. (You may find detailed information in “**Publication Presentation Request**” under “**Project Requests**” section.)

- f. The “**BAP Mali Koordinatörlüğü ile iletişim kurarak harcamalarla ilgili işlemlerin tamamlandığı bilgisini edindim**” [I contacted BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) and was informed that the financial transactions regarding the disbursements were completed] box is ticked. The template cannot be downloaded without checking this box. (In order for the financial data generated by the system to reflect to the final report template correctly and accurately, even if the project period is over, the template cannot be downloaded unless the transactions regarding expenditures are completed.)
- g. The final report including the deliverables, financial data and project information are downloaded by clicking the “**Sonuç raporunun mali veriler ve proje bilgilerini kapsayan şablonunu indirmek için tıklayınız**” [Click to download the Final Report template including the financial data and project information] link. (The first two items in the report template are filled in automatically by the system generated financial data. These data should not be corrected/altered.)
- h. Final report template may be prepared in “**English**” or “**Turkish**”.
- i. Project progress report and the other information requested from the project director are filled in.
- j. The report along with the deliverables (if any) (maximum 5 MB may be uploaded as Zip/Rar file) are uploaded to the system by clicking on the “**Göz At**” [Review] button under the “**Görüntüle**” [Preview] button under the “**Raporları Listele**” [List the Reports] link.
- k. To submit the report immediately, the “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on. (The final reports of the projects of which all the transactions are completed can be submitted over the system.)
- l. If the report will not be submitted immediately, it is saved by clicking on the “**Raporu Taslak Olarak Kaydet**” [Save the Report as Draft] button; the report can later be submitted to the BAP Committee by clicking on the “**Raporu Gönder**” [Send the Report] button under the “**Raporları Listele**” [List the Reports] link under the “**Proje Raporları**” [Project Reports] menu. (The final reports of the projects of which all the transactions are completed can be submitted over the system.)
- m. The uploaded report is signed by the project director and sent, along with the deliverables-if any, to the **BAP İdari Koordinatörlüğü** [BAP Administrative Coordinatorship] to be submitted to BAP Committee.

## SCHOLAR PORTAL AND PROJECT LIFE CYCLE APPLICATION

The BAP Committee accepts new project applications online over the “**Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması**” [Scholar Portal and Project Life Cycle Application] system.

Project directors access the system with their institutional registration numbers and passwords and submit their online project applications to the BAP Committee for review after completion of project application steps.

### 1. ACCESS TO THE SYSTEM

The system can be accessed via [www.boun.edu.tr](http://www.boun.edu.tr) link, using faculty main web page, under “BAP” menu or via <https://bap.boun.edu.tr>. For YÖK-ADP applications, the system can be accessed using the link <https://adp.boun.edu.tr>.

### 2. REGISTRATION TO THE SYSTEM

In the “**Bilim İnsanı Portalı**” [Scholar Portal], click on the button saying “**Uygulamaya İlk Kez Girmek İçin Tıklayınız**” [Click on the Button for Accessing the Application for the First Time], enter your “**Kurum Sicil No**” [Institution Registration Number] and “**T.C. Kimlik veya Yabancı Kimlik Numarası**” [Turkish ID No./Foreigner ID No] and confirm (clicking on the “**Kayıt**” (Registration) button) if what you see on the screen is correct. Later on, system can be accessed by using the “**Kurum Sicil No**” [Institution Registration Number] as username and “**T.C. Kimlik veya Yabancı Kimlik Numarası**”

[Turkish ID No./ Foreigner ID No] as password. Graduate researchers can access the system after they are identified to the system by “BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü)”.

### **3.USER TABS**

#### **3.1 My Page [Sayfam] Tab**

This is the first screen that comes up after the system is accessed with a username and a password. Manual or automatic messages regarding the projects may be read and messages to the BAP Unit may be sent by this screen.

#### **3.2. Scholar [Bilim İnsanı] Tab**

As all the information entered to the fields in the menus are to be used in the preparation of “Bölüm/Birim Faaliyet Raporları” [Department/Unit Activity Reports], the faculty members are requested to enter these data accurately into the system once and for all.

##### **3.2.1. Information Menu [Bilgiler Menüsü]**

Under this menu, it is requested that the identification information, contact information, education information, institution information and foreign languages information are entered and the system generated automatic data checked.

##### **3.2.2. Professional Experiences Menu [Mesleki Deneyimler Menüsü]**

Under this menu, it is requested to enter information regarding academic experiences, committee/council memberships within and out of university, scientific experiences in external institutions, external administrative duties and institution/committee/council/organization experiences.

##### **3.2.3. Academic Activities Menu [Akademik Faaliyetler Menüsü]**

Under this menu, it is requested to enter information regarding publications, projects, reviewer duty in projects, license/utility model and graduate theses (by using the “add” link), awards received, graduate fellowships, editing activities in journals, reviewer activities in journals, research fields and course load.

##### **3.2.4. Scientific Meetings Menu [Bilimsel Toplantılar Menüsü]**

Faculty members, members with a doctorate degree and research assistants who have passed the Proficiency Exam can apply for the "Rektörlük Konferans Katılım Desteği" (Support of the Rectorate for Participation in Conferences) using the link "Yeni Konferans Katılım Desteği Başvurusu" (New Conference Support). This application is then led to the Support Committee of the Rectorate.

Under this menu, information regarding meetings organized, meetings participated and seminars organized has to be entered.

##### **3.2.5. BUVAK Menu**

Using the link **Büvak Başvurularım**, an application can be made to BÜVAK for publication support and awards by entering the required information. Questions and comments can be directed to: [buvak@boun.edu.tr](mailto:buvak@boun.edu.tr)

##### **3.2.6. Others Menu [Diğer Menüsü]**

Password is changed under this menu by using “Şifre Bilgileri” [Password Information] field. “Not Defteri” [Notepad] may also be used to take notes about projects.

##### **3.2.7. Curriculum Vitae /Activity Report Menu [Özgeçmiş/Faaliyet Raporu Menüsü]**

###### **3.2.7.1. Curriculum Vitae Button [Özgeçmiş Butonu]**

All the fields that are entered in the “**Bilim İnsanı Sekmesi**” [Scholar Tab] may be viewed as a CV file and can be uploaded to the computer.

### **3.2.7.2. Personal Activity Report Button [Kişisel Faaliyet Raporu Butonu]**

When the “**Raporla**” [Show the Report] button is ticked after filling in the report period “**Başlangıç Tarihi**” [Start Date] and “**Bitiş Tarihi**” [End Date] by picking from the calendar, the year, the month and the day, respectively; the personal activity report file can be viewed and uploaded to the computer.

### **3.2.7.3. ÖBİKAS Data Button [ÖBİKAS Verileri Butonu]**

Information on courses, offered by the faculty members and the instructors, currently available in the ÖBİKAS system can also be accessed via the “**Bilim İnsanı Portalı**” [Scholar Portal]. After ticking the relevant button, the term and the year parameters are selected and the “**Raporla**” [Prepare a Report] button is ticked.

### **3.2.8. TR InCites System [TR InCites Sistemi]**

By the decision of “**Boğaziçi Üniversitesi Araştırma Politikaları Danışma Kurulu**” [Boğaziçi University Research Policies Advisory Board], as a result of studies conducted with Thomson Reuters (TR) (now Clarivates) company for performance analysis of institutional publications on discipline basis, the publications with the Boğaziçi University address included in the scientific citation indices between 1981 and 2010 are within reach and performance analysis of institutional scientific publications is possible through TR InCites system. Data newly added to the database are updated every three months and are available online. The usernames and passwords to access this system are identified to the system in the name of department heads and it is open to all users in the departments. Problems and suggestions can be directed to [apk@boun.edu.tr](mailto:apk@boun.edu.tr).

### **3.3. My Projects Tab [Projelerim Sekmesi]**

To progress with project application steps; click on “**Yeni Proje Başvurusu İçin Tıklayınız**” [Click for New Project Application] link on the upper left hand side of the screen and click on “**Başvuru Adımlarına Geçiş**” [Progression to Application Steps] button down the page. At the stage when all the project application steps are finalized and it is ready to submit the application by clicking the “**Proje Başvurusu**” [Project Application] button, and for ongoing and finalized BAP projects, when “**BAP Projelerim**” [My BAP Projects] tab is clicked, directors should give approval in the opening window. Otherwise, the new project application cannot be submitted and “**BAP Projelerim**” [My BAP Projects] tab cannot be reached for transactions regarding the ongoing and the finished projects. *(Detailed information on the subject is given in detail under “Proje Başvurularının BAP Komisyonuna İletilmesi” [Submission of the Project Applications to BAP Committee] heading.)* My projects tab consists of nine sub-tabs based on the project types. All the ongoing, finalized, cancelled and draft-stage projects may be found under these sub-tabs.

### **3.4. Announcements Tab [Duyurular Sekmesi]**

Announcements about the BAP projects or the “**Bilim İnsanı Portalı**” [Scholar Portal] and BAP Handbook can be accessed under this tab.

### **3.5. Frequently Asked Questions Tab [Sıkça Sorulan Sorular Sekmesi]**

Frequently asked questions about the BAP projects or the “**Bilim İnsanı Portalı**” [Scholar Portal] can be accessed under this tab.

### **3.6. Forms Tab [Formlar Sekmesi]**

All forms included in the BAP Handbook can be accessed under this tab.

### 3.7. My Review Assignments Tab [Hakemliklerim Sekmesi]

All the BAP project assessment processes are conducted electronically. When the project applications for out-of-committee reviewer assessment are assigned to faculty members from within the University by the BAP Committee Chairmanship, a system message for relaying information and e-mail regarding the reviewer invitation is sent to the reviewer automatically. The project application number that he/she has to assess is available to the out-of-committee reviewer under the **“Hakemlik Onayı Bekleyen Projeler”** [Projects Awaiting Reviewer’s Approval] menu. After clicking on the project application number and reading the **“Projenin Geniřletilmiř Özeti”** [Project Extended Summary], the reviewer may click on **“Kabul Et”** [Accept] if he/she accepts the invitation or **“Reddet”** [Reject] button if he/she does not. When the **“Kabul et”** [Accept] button for review process is selected, the project application goes to **“Proje Listesi”** [Project List] for review and assessment. When the project application number under project list menu is clicked all the information about the project pops up and thus is the review made. To make an assessment, **“Deęerlendir”** [Assess] button is selected. In the assessment form that is now available on the screen, criteria, reviewer’s opinion, proposed budget and the assessment result fields are filled. The assessment is submitted to the BAP Committee by clicking on the **“Gönder”** [Send] button down the form. The already assessed project applications may be found under **“Daha Önceki Deęerlendirmelerim Menüsü”** [My Previous Assessments Menu].

### 3.8. External Projects Tab

Internationally funded projects (European Commission, Newton Fund, NIH, NSF etc.) can be reached from the **“Kurum Dıřı Projelerim”** [External Projects] Tab. For this purpose, related projects should have priorly been defined to the system. All the registered administrative and financial data regarding the project (procurement, budget, accounting etc.) can be viewed by clicking on the project title. On the other hand, already submitted international projects waiting for evaluation by the funding body can be defined to the system by the researcher himself/herself or by the TTO (Technology Transfer Office) and be monitored by clicking on the **“Kurum Dıřı Projelerim”** [External Projects] Tab] thereon. Issues and comments regarding External Projects can be relayed to [bapdestek@boun.edu.tr](mailto:bapdestek@boun.edu.tr)