

**1515 – FRONTIER R&D LABORATORIES SUPPORT PROGRAMME**

**APPLICATION FORM AND GUIDE (v7.0)**

|  |  |
| --- | --- |
| **APPLICANT ORGANIZATION** |  |
| **PARTNER COMPANY** |  |
| **LABORATORY NAME** |  |
| **APPLICATION DATE** |  |
| **APPLICANT ORGANIZATION’S EXECUTIVE OFFICER****NAME-SURNAME/SIGNATURE** |  |
| **PARTNER COMPANY’S** **EXECUTİVE OFFICER****NAME - SURNAME/SIGNATURE** |  |

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# ABSTRACT

|  |
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| *Provide an abstract including the research area, competence and skills of the Applicant Organization on the research area, planned activities to be conducted in the R&D Laboratory, targets and the possible impact of these activities. (maximum 300 words)*  |

# GENERAL INFORMATION

## Applicant Organization’s Information

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone/Fax****(please include country and area codes)** |  |
| **E-mail** |  |
| **Web Address** |  |
| **Field of Business** |  |
| **Date of Establishment** |  |
| **Publishing Date of Announcement in Trade Registry Gazette** |  |
| **Capital** |  |
| **Industry/Trade Registry No** |  |
| **Chamber of Industry/Commerce** |  |
| **Tax Office and Tax Identification Number** |  |
| **Social Security Institution (SSI) Company Registration Number** |  |
| **Partnership Structure** |  |

## Parent Company’s Information [[1]](#footnote-1)

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone/Fax****(please include country and area codes)** |  |
| **Web Address** |  |

## The R&D Laboratory’s Information

|  |  |
| --- | --- |
| **Name** |  |
| **Address** | *Indicate the R&D Laboratory address/the address where the R&D Laboratory is going to be established.* |

## Administration’s Information

|  |
| --- |
| **1.4.1. Applicant Organization’s Executive Officer(s)** |
| **Name Surname** | **Title** | **Telephone** | **E-mail** | **TR Identity No [[2]](#footnote-2)** |
|  | *Indicate the professional title.* |  |  |  |
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| **1.4.2. Manager of the R&D Laboratory** |
| **Name Surname** | **Title** | **Telephone** | **E-mail** | **TR Identity No3** |
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| **1.4.3. Manager in Turkey, theR&D Laboratory Manager Reporting to** |
| **Name Surname** | **Title** | **Telephone** | **E-mail** | **TR Identity No[[3]](#footnote-3)** |
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| **1.4.4. Technical Manager Abroad, the R&D Laboratory Manager Reporting to** |
| **Name Surname** | **Title** | **Telephone** | **E-mail** |
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| **1.4.5. Research Project Manager/Team-Technical Leader in the R&D Laboratory** |
| **Name Surname** | **Title** | **Telephone** | **E-mail** | **TR Identity No3** |
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# ACADEMIC STUDY / PATENT / BRANDS / R&D ESTABLISHMENTS

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| Parent Company’s Articles for the Past 3 Years[[4]](#footnote-4) |

|  |  |
| --- | --- |
|  | **Article Information** |
| **1** | Surname, Initials. (Year). Title of Article. *Title of Journal*, Volume, Page |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
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| **10** |  |

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| Parent Company’s Patent Information[[5]](#footnote-5) |
|  | **Total Number of Patent Applications** | **Total Number of Patents Registered** | **Number of Patent Applications in theResearch Area** | **Number of Registered Patents in the Research Area** |
| **20..** |  |  |  |  |
| **20..** |  |  |  |  |
| **20..** |  |  |  |  |

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| Main Sectors of Parent Company |
| **Sector** | **Explanation** |
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| Well-known Products/Services of Parent Company |
|  | **Name of Product/Service** | **Year** | **Explanation** |
| **1** | *List and explain flagship products or services of Parent Company in all sectors at the present and in the past.* |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |
| Main Sectors of Applicant Organization |
| **Sector** | **Explanation** |
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| Applicant Organization’s Completed/Continued Main Projects |
| **Project** | **Explanation** |
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##  R&D Establishments

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| **2.7.1. Parent Company’s Research/R&D Center Information**[[6]](#footnote-6) |
| **Name** | **Research/R&D Center** | **Location** | **Personnel Number** | **Budget (TL)**[[7]](#footnote-7) | **Field of Activity** |
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| **2.7.2. Applicant Organization’s R&D Center/Laboratory Information** |
| **R&D Center/Laboratory** | **Location** | **Personnel Number** | **Accreditation Year** | **Field of Activity** |
| *Indicate accredited/nonaccredited R&D centers/laboratories of Applicant Organization.* |  |  |  |  |
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| **2.7.3. Projects of Applicant Organization’s R&D Centers in Turkey** |
| **Project** | **Explanation** |
| *Provide at least three (3) successful project and other outcomes of R&D Centers.* |  |
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# RESEARCH AREA

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| The Research Area |
| *Explain the research area of Parent Company, which the R&D Laboratory to be established is part of. Describe the research activities of Parent Company in the area.* |

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| The Priority Technological Field(s) of the Research Area |
| *Specify the priority technological field(s) of the research area from the 1515 program page on TUBİTAK web site.*  |

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| Scientific and Technological Uncertainties and Challenges in the Research Area |
|  | **Uncertainty and Challenge** | **Solution Approach** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
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| **6** |  |  |
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| Possible Risks in the Research Area and Mitigations |
| **Risk** | **Mitigation** |
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| State of the Art in the Research Area |
| *Explain state of the art of the research area. Discuss important issues in the research area, recent important technological shifts and innovations and specify possible applications of the innovations mentioned.*  |

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| Position of Parent Company in theResearch Area |
| *Specify how Parent Company affects the research area in terms of scientific and technological aspects. Explain the positon of Parent Company in the research area and specify the market share. Provide references.* |

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| Prospective Advancements in the Research Area within the Next 10 Years |
| *Indicate the predictions of the advancements in the research area within the next 10 years. Explain how Parent Company could be affected by those advancements.* |

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| Strategical Importance of the Research Area for Parent Company |
| *Explain why the research area is important for Parent Company and indicate the effects of the research area on the future plans of Parent Company.* |

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| Targets of Parent Company in the Research Area |
| *Specify the measurable targets of Parent Company for research projects in the research area and other measurable targets ( increase in number of personnel, targeted number of patents, new R&D centers to be established, etc.) defined based on the strategies of Parent Company.* |

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| Technological Road Map of Parent Company in the Research Area |
| **Activity** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Year 7**  | **Year 8** | **Year 9** | **Year 10** |
|  | Sub-activity 1 |  |  | Sub-activity 2 |  |  |  | Sub-activity 3 |  |  |
|  | Sub-activity 4 |  | Sub-activity 5 |  |  |  |  |  |  |  |
|  |  |  |  |  | Sub-activity 6 |  |  |  |  |  |
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| Three International Scientific Events related with the Research Area Parent Company Participated[[8]](#footnote-8) |
| **Scientific Event** | **Organizer** | **Speaker** | **Poster** | **Attendant** |
| *Name, Year, Organizer* | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | **[ ]**  |

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| Parent Company’s Three Most-Cited Articles in the Research Area[[9]](#footnote-9) |
|  | **Article Information** | **Citation Number** |
| **1** | Surname, Initials. (Year). Title of Article. *Title of Journal*, Volume, page |  |
| **2** |  |  |
| **3** |  |  |

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| Three Most Important Patents of Parent Company in the Research Area |
| **Patent Number** | **Patent Title** |
|  |  |
|  |  |
|  |  |

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| Well-known Products and Services of Parent Company in the Research Area |
|  | **Name of Product/Service** | **Year** | **Explanation** |
| **1** | *List and explain main flagship products or services of Parent Company in the research area at the present and the past.* |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| The Strategical Importance of the Research Area for Applicant Organization |
| *Explain why the research area is important for the Applicant Organization. Explain the effects of the research area on the future plans of the Applicant Organization.* |

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| The Position of Applicant Organization within Parent Company in *the* Research Area |
| *Indicate R&D, product development, production, sales and marketing activities conducted by Parent Company together with the Applicant Organization in Turkey. Explain the role and the importance of the Applicant Organization in the operations of Parent Company in the research area.* |

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| Targets of Applicant Organization in the Research Area |
| *Specify the measurable targets in the research area based on the strategies of the Applicant Organization.* |

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| 3.18. The Impact of Activities of Parent Company in the Research Area |
| *Explain the expected social, economic and technological effects of outcomes of research projects conducted by Parent Company.*  |

# The R&D Project[[10]](#footnote-10)

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| Summary |
| *Provide a summary of the R&D Project to be conducted in the R&D Laboratory (maximum 250 words).* |

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| The Scope of the R&D Project |
| **Subproject** | **Explanation** |
| *List and explain the subprojects of the R&D project to be conducted in the R&D Laboratory.* | *State clearly the aim and/or concrete target of related subproject.*  |
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| Technology Readiness Level of the R&D Project |
| **TRL** | **Subproject** |
| **1** | *Classify the subprojects of the R&D Project to be conducted in the R&D Laboratory according to their Technology Readiness Levels (TRLs). Provide TRL definitions according to “TRL Question set” at 1515 program page on TUBITAK’s web page.*  |
| **2** |  |
| **3** |  |
| **4** |  |
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| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |

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| The Uncertainties and Difficulties in the R&D Project |
|  | **Uncertainties and Difficulties** | **Solution Approach** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
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| Possible Risks in the R&D Project and Mitigations  |
| **Risk** | **Mitigation**  |
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| Targets of the R&D Laboratory in the Research Area |
| *Specify the targets of the R&D subprojects to be conducted by the R&D Laboratory and other measurable targets (increase in number of personnel, increase in the R&D Laboratory area (m2, new departments to be opened) targeted number of patents, etc.). Strategies that will be done to make the R&D laboratory a global attraction center.*  |

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| Technological Road Map of the R&D Laboratory |
| **Activity** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
|  | Sub-activity 1 | Sub-activity 2 |  | Sub-activity 3 |  |
|  | Sub-activity 4 |  | Sub-activity 5 |  |  |
|  |  |  | Sub-activity 6 |  |  |
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| Milestones in the R&D Project |
|  **Year 1** |  **Year 2** |  **Year 3** |  **Year 4** |  **Year 5** |
| ---- | ---- | ---- | ---- | ---- |

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| Impact of Achieving the R&D Laboratory’s Targets on the Research Area |
| *Indicate the impact of achieving the targets of the R&D project on the research area (Scientific, economic and social).* |

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| Expected Contributions of the R&D Project and its Outcomes to Targets of Applicant Organization |
| *Explain how the R&D project and its outcomes would contribute to the Applicant Organization in order to achieve its targets.* |

|  |
| --- |
| Expected Contributions of the R&D Project and its Outcomes to Targets of Parent Company |
| *Explain how the R&D project and its outcomes would contribute to Parent Company in order to achieve its targets.* |

|  |
| --- |
| Collaborations of Applicant Organization |
| **Organization** | **Person** **(Title, Name, Surname)** | **Time Period** | **Subject of Study** |
| *Provide information about previous collaborations of the Applicant Organization and planned collaborations for the R&D Laboratory.* |  | *Provide time period for the previous collaboration.* |  |
|  |  | *State “planned collaboration” for the planned collaboration if time schedule is not ready.*  |  |
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| R&D Project Management Methodologies |
| *Specify the project manager, project management methodologies and how the coordination is going to be established between different laboratories and groups.* |

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| Legal/Private Permission Documents for the R&D Project |
| *List the legal/private permission documents needed for the R&D subprojects if required any.*  |

# PERSONNEL

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| Number of Employee in Parent Company[[11]](#footnote-11) |
| **R&D** | **Production** | **Administration** | **Finance** | **Sales and Marketing** | **TOTAL[[12]](#footnote-12)** |
|  |  |  |  |  |  |
| Number of Employee in Applicant Organization11 |
| **R&D** | **Production** | **Administration** | **Finance** | **Sales and Marketing** | **TOTAL12** |
|  |  |  |  |  |  |

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| Employee Distribution in Research Center of Parent Company[[13]](#footnote-13) |
| **PhD** | **MSc** | **Undergraduate** | **Other** | **TOTAL** |
|  |  |  |  |  |

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| Employee Distribution in R&D Center of Parent Company [[14]](#footnote-14) |
| **PhD** | **MSc** | **Undergraduate** | **Other** | **TOTAL** |
|  |  |  |  |  |

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| Employee Distribution in R&D Center of Applicant Organization |
| **PhD** | **MSc** | **Undergraduate** | **Other** | **TOTAL** |
|  |  |  |  |  |

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| Organization Chart of the R&D Laboratory |
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| Brief CV of the R&D Laboratory Manager |
| *Provide the brief CV of the R&D Laboratory Manager (*maximum 200 words*) including managing experiences.* |

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| Brief CV of Technical Manager Abroad  |
| *Provide the brief CV of the technical manager abroad, the R&D Laboratory manager reporting to (*maximum 200 words*) including managing experiences.* |

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| Brief CVs of Foreign Personnel Hired by the R&D Laboratory |
| *Provide brief CVs (maximum 150 words for each) of foreign personnel who will be hired by the R&D Laboratory.* |

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| Information of Personnel to be Hired for the R&D Laboratory  |
| **Position**  | **PhD** | **MSc** | **Undergraduate** | **Other** | **TOTAL** |
| *Position and number of Personnel planned to be hired at the end of the fifth year of the R&D Laboratory.*  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |

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| Brief CVs of Key Personnel in the Research Area in Parent Company  |
| *Provide the brief CVs (maximum 150 words for each) of key personnel in Parent Company (to be employed by the R&D Laboratory or not), who is an expert of the research area.*  |

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| Brief CV of Key Researcher(s) in Research Project   |
| *Provide the brief CVs (maximum 150 words for each) of key researcher(s) who is employed by the R&D Laboratory or hired as a consultant, directly contributing to the laboratory.* |

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| Brief CVs of Consultants  |
| *Provide the brief CVs (maximum 150 words for each) of consultants from universities, research centers, etc.* |

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|  Researchers from Parent Company |
| **Name Surname** | **Area of Expertise** | **Time Period** |
| *Provide information about non-Turkish researchers from Parent Company, locally employed by the R&D Laboratory for a certain time.*  |  |  |
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| Researchers, Remotely Supporting the R&D Laboratory |
| **Name Surname** | **Area of Expertise** | **Time Period** |
| *Researcher supporting the R&D Laboratory remotely and/or visiting the laboratory for short periods* |  |  |
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| Planned Number of Employee of the R&D Laboratory for the first 5 Years  |
|  | **Local Personnel** | **Foreign Personnel** | **Total** |
| **PhD** | **MSc** | **BSc** | **PhD** | **MSc** | **BSc** |
| **Year 1** |  |  |  |  |  |  |  |
| **Year 2** |  |  |  |  |  |  |  |
| **Year 3** |  |  |  |  |  |  |  |
| **Year 4** |  |  |  |  |  |  |  |
| **Year 5** |  |  |  |  |  |  |  |

# LABORATORY

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| The Area (m2), Layout and Infrastructure of the R&D Laboratory  |
| *Provide information about the area, layout and infrastructure of the R&D Laboratory. Layout could be given in the appendices.* |

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| R&D Organization of Parent Company |
| *Indicate the position of the R&D Laboratory within Applicant Organization and Parent Company Structure.* |

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| Necessary Items Procured by Applicant Organization for R&D Project |
| *Equipment, materials, etc. procured by the Applicant Organization in order to be used for the R&D project* |

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| Prerequisites  |
| *Provide information about land assignment, building construction, etc.to be completed before project starts* |

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|  Progress Plan for the R&D Laboratory |
| *Provide the progress plan of Parent Company/Applicant Organization for the R&D Laboratory. Growth targets of the R&D Laboratory, new laboratories planned, expansions etc.* |

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| Project Start Date |
| *Indicate opening date of the R&D Laboratory.* |

# BUDGET AND FINANCIAL SUSTAINABILITY

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| --- |
| Financial *S*tructure of Parent Company Which Belongs to Last Fiscal year (TL) |
| **Size of Asset** | **Equity Capital**  | **Paid in Capital** | **Operating Profit** | **Net Profit** |
|  |  |  |  |  |
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| Parent Company’s R&D Expense (TL) [[15]](#footnote-15) |
|  | **20..****(Declared)** | **20..****(Declared)** | **20..****(Declared)** | **20..****(Declared)** | **20..****(Prediction)** |
| **a. R&D Expense** |  |  |  |  |  |
| **b. Revenues** |  |  |  |  |  |
| **R&D Intensity****(a/b\*100)** |  |  |  |  |  |

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| Financial Structure of Applicant Organization Which Belongs To Last Fiscal Year (TL) |
| **Size of Asset** | **Equity Capital**  | **Paid in Capital** | **Operating Profit** | **Net Profit** |
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| Applicant Organization’s R&D Expense (TL) [[16]](#footnote-16) |
|  | **20..****(Declared)** | **20..****(Declared)** | **20..****(Declared)** | **20..****(Declared)** | **20..****(Prediction)** |
| **a. R&D Expense** |  |  |  |  |  |
| **b. Revenues** |  |  |  |  |  |
| **R&D Intensity (a/b\*100)** |  |  |  |  |  |

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| Planned Budget for the R&D Laboratory (TL) |
|  | **Personnel Expenses** | **Consulting Expenses** | **General Overheads** | **TOTAL** |
| **YEAR 1** |  |  |  |  |
| **YEAR 2** |  |  |  |  |
| **YEAR 3** |  |  |  |  |
| **YEAR 4** |  |  |  |  |
| **YEAR 5** |  |  |  |  |
| **TOTAL** |  |  |  |  |

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| Parent Company’s Average Annual Income Generated from Patents in the Last 3 Years (TL) |
| **Income by Licensing Registered Patents** | **Income from the Products and Services Using Patents** |
|  |  |

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| Allocation of Intellectual Property Rights |
| *Allocation of rights between Parent Company and Applicant Organization for intellectual property of the R&D Laboratory* |

# APPENDICES

**APPENDIX1.** TOTAL BUDGET OF THE R&D LABORATORY

**APPENDIX 2.** PERFORMANCE INDICATORS (R&D PROJECT AND ADMINISTRATIVE)

**APPENDIX 3.** PERSONNEL CVs

**APPENDIX 4.** PARENT COMPANY’S THREE MOST-CITED ARTICLES RELATED WITH THE RESEARCH AREA

**APPENDIX 5.** ORGANIZATION SCHEMA OF PARENT COMPANY

1. If Parent Company is also the Applicant Organization, fill in the applicable subsections. [↑](#footnote-ref-1)
2. Please provide passport number for non-Turkish Citizens. [↑](#footnote-ref-2)
3. Please provide passport number for non-Turkish Citizens. [↑](#footnote-ref-3)
4. Provide the information of selected 10 articles. [↑](#footnote-ref-4)
5. Provide the information for the past three years including the current calendar year. [↑](#footnote-ref-5)
6. Fill in research centers and R&D centers mainly focusing product development separately, if they are organized this way. [↑](#footnote-ref-6)
7. Provide the exchange rate of original currency and date under each table throughout the form, if applicable [↑](#footnote-ref-7)
8. *Select scientific events from the events within the past three years.* [↑](#footnote-ref-8)
9. *Attach the research articles to the application form. (APPENDIX 4)* [↑](#footnote-ref-9)
10. The R&D Project refers to the research and development activities which are going to be conducted by the R&D Laboratory to be established. [↑](#footnote-ref-10)
11. Add other major departments to the table if necessary. [↑](#footnote-ref-11)
12. Indicate the total number of employee including the employees of remaining departments which are not mentioned in the Table. [↑](#footnote-ref-12)
13. Fill in for research centers if there are both research centers (pure research) and R&D centers(product focused) separately in Parent Company. Otherwise leave empty [↑](#footnote-ref-13)
14. Fill in for R&D centers which focus on product development if there are both research centers and R&D centers separately in Parent Company. Otherwise fill in total R&D employees. [↑](#footnote-ref-14)
15. Provide the information for the past five years including the current calendar year. Provide estimated values for the current calender year. [↑](#footnote-ref-15)
16. Provide the information for the past five years including the current calendar year. Provide estimated values for the current calendar year. [↑](#footnote-ref-16)