**1515 FRONTIER R&D LABORATORY SUPPORT PROGRAMME**

**PERIODIC ACTIVITY PLAN**

***Please delete all italic guidelines including this tag and fill in the form using Arial 11 Normal font.***

***This is an unofficial English version of Periodic Activity Plan form which is officially released in Turkish. Periodic Activity Plan has to be submitted in Turkish.***

**Project Number:**

**R&D Laboratory Name:**

**Executive Company:**

**Partner Company:**

**Period Covered by the Plan:**

**R&D Laboratory Manager :**

***(Name-Surname/Date/Signature)***

# Summary

## Summary of the Activities Performed during Previous Periods

*Summary of activities performed during previous periods should be provided separately for each period.*

## Summary of the Activities Planned for the Period Covered by the Plan

*Please indicate the scheduled activities for* *the Period Covered by the Plan and summarize their role in the 5-year activities of R&D Laboratory*

## Summary of the Activities Planned for the Coming Periods

*Please give a summary of activities scheduled for coming periods.*

# Project Plan

## Overall Project Plan

*Please provide the overall project plan in this section.*

## Project Plan for the Period

## *Please provide work-time bar chart of R&D activities for the Period covered by the Plan. The start and end dates of the work packages during the activity plan period should be shown on the work-time bar chart, even if they are not within the activity period. Please indicate the relation of work packages and the researcher(s) responsible for implementing the work packages.*

# Work Packages for the Period

## Summary of work packages for the Period covered by Activity Plan

*Please give a summary of previous, ongoing and planned activities of each work package separately.*

## Work Package Information

*Please fill in the table provided below for each work package separately, which is going to be implemented during the period. Please provide references if applicable at the end of each section.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package Number** | | | *Indicate the number of work package* | | | | |
| **Work Package Title** | | | *Indicate the number of work package* | | | | |
| **Start and Finish Dates of Work Package** | | | *Indicate the start and finish date of work package* | | | | |
| **Status at the Beginning of the Period** | | | | | | | |
| *Describe the status of activities in the work package at the beginning of the period.* | | | | | | | |
| **Activities at the Work Package** | | | | | | | |
| *Describe the activities of work package and specify the relation between work packages and/or work package outputs.* | | | | | | | |
| **Methods** | | | | | | | |
| *Specify the methods to be used.* | | | | | | | |
| **Name Surname** | | **Responsibility at the Work Package** | | | | | |
|  | |  | | | | | |
|  | |  | | | | | |
| **Technology Readiness Levels (%)\*** | | | | | | | |
| **3** | **4** | | | **5** | | **6** | **7** |
|  |  | | |  | |  |  |
| **Work Package Outputs** | | | | | **Targeted Value** | | |
| *Please list the expected outputs. Provide the outputs produced at the end of the work package. If it is different from the planned output, please state the reason.* | | | | |  | | |
|  | | | | |  | | |

\*Summation must be 100.

# Risk and Avoidance Strategies

*Please state the potential technical and other (financial, administrative, legal, etc.) risks and avoidance/alternative strategies in the table below in the period of activity plan related with R&D works.*

|  |  |  |
| --- | --- | --- |
| **Probable risk in the R&D works** | **Relevant Work Package** | **Avoidance/Alternative Strategies** |
|  | *Please indicate the number and title of the relevant work package* |  |
|  |  |  |
|  |  |  |

# Widespread Impact Expected at the End of Period

## Intellectual Property Rights

|  |  |
| --- | --- |
| **Number of Intellectual Property Rights** | **About the** **Intellectual Property** |
| *Please indicate the number of patents, utility models, etc. targeted to be obtained during the period.* | *Please specify the R&D activity related to the targeted patents, utility models etc.* |
|  |  |

## Publication\*

|  |  |
| --- | --- |
| **Number and Type of Publications** | **Publication Topic** |
| *Please specify the type (article, chapter in a book, etc.) and number of publications planned to be published during the period.* | *Please specify the R&D activity related to the publication(s).* |
|  |  |

## Scientific Event\*

|  |  |  |
| --- | --- | --- |
| **Scientific Event** | **Contribution Type** | **Scientific Activity Topic** |
| Please specify the scientific events planned to be attended or organized during the period. Please indicate whether your agency is the organizer or participant of the event. | *Organizer, poster presentation, talk, etc.* | Please specify the R&D activity related to the participated scientific event. |
|  |  |  |

\*In accordance with the TÜBİTAK Research and Publication Ethics Board Regulation, to specify TÜBİTAK support in presentations and publications is mandatory.

# Personnel

## R&D Laboratory’s Organization Chart

## R&D Laboratory’s Personnel\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Name-Surname** | **TR Identity/Passport No** | **Role\*\*** | **Title** | **Education** | **TR\*\*\*** | **Job Start Date** |
| 1 | *Alphabetically* |  |  |  |  |  | DD/MM/YYYY |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |

\* Please attach updated CVs of all personnel to the Activity Plan.

\*\* Write the task (R&D Laboratory Manager, Project Coordinator, Researcher) of the relevant R&D personnel specified in the application principles.

\*\*\* Please tick if the personnel is Turkish Citizen.

## Foreign Personnel Hired by the R&D Laboratory

*Provide the information of the foreign personnel who will work in the R&D Laboratory during the period. Explain the activities planned for the personnel during the period and indicate in which work packages these activities are included. (Passed to establishment payroll, requested to be covered)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name Surname** | **Responsibility\*** | **Title** | **Education** | **Work Packages** | **Duration** | **Activities** |
|  |  |  |  |  |  | *Expected activities* |
|  |  |  |  |  |  |  |

\* Write the task (R&D Laboratory Manager, Project Coordinator, Researcher) of the relevant R&D personnel specified in the application principles.

6.4 Foreign Personnel to Provide Short-Term or Remote Support to the Laboratory

*Please give information about remote or short-term foreign personnel (not hired by the Laboratory) and specify which activities (and related work packages) foreign personnel(s) is going to be responsible for.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name Surname** | **Title** | **Education** | **Work packages** | **Contribution Type** | **Activities** |
|  |  | *B.Sc./ M.Sc./PhD* |  | *Remote/Local short-term* | *Expected Activities* |
|  |  |  |  |  |  |

## 6.5 Personnel Rates (Turkish Citizen and with PhD)\*

|  |  |
| --- | --- |
| **Personnel Rate with PhD (%)** | **Turkish Citizen Personnel Rate (%)** |
|  |  |

\* Based on personnel information provided Section 6.2

## 6.6 New Personnel

*Please give information about new personnel planned to be hired during the period and specify which activities (and related work packages) new personnel(s) is going to be responsible for. Please attach CV of new personnel whose recruitment is finalized.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name Surname\*** | **Responsibility\*\*** | **Education** | **Experience** | **Criteria / Capabilities \*\*\*** | **Work Packages** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\* For new / recruitment process finalized personnel.

\*\* Write the task (R&D Laboratory Manager, Project Coordinator, Researcher) of the relevant R&D personnel specified in the application principles.

\*\*\*Criteria and skills regarding the personnel to be recruited.

**6.6.1 Personnel Rates After Hiring New Personnel\***

|  |  |
| --- | --- |
| **Personnel Rate with PhD (%)** | **Turkish Citizen Personnel Rate (%)** |
|  |  |

\* Based on personnel information provided Sections 6.2 and 6.6

## 6.7 Turkish Citizen Personnel Hired from Abroad

Specify Turkish citizen personnel hired or planned to be hired from abroad

7 Domestic / Foreign Supports Applied / Planned to Apply by the R&D Laboratory

*Provide information about the domestic / foreign supports that the R&D Laboratory has applied for whose evaluation is ongoing and plans to apply.*

|  |  |
| --- | --- |
| **Applied Program** | **Applied Area** |
|  |  |
|  |  |

# 8 Legal/Private Permission

*Please give information about the activities need legal/private permission and attach the legal/private permission documents to Attachments Section.*

# 9 Periodic Budget

*Periodic budget section must be prepared separately for each partner if applicable.*

## 9.1 Personnel Cost

*Please fill in the cost estimate table below for each work package separately.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package** | **Number:** |  | | | | | |
| **Title:** |  | | | | | |
| **Name Surname** | | **Responsibility at the work package** | **Person/Month** | **Month** | **Total person-month** | **Monthly cost (TL)** | **Total**  **(TL)** |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| **TOTAL** | | | | |  |  |  |

## 9.2 Project Incentive Bonus Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name Surname** | **Responsibility\*** | **TR Identification number** | **Other TÜBİTAK Project Numbers** \*ongoing / projected to start in the next 3 months | **Project Start-End Dates** |
|  |  |  |  | DD/MM/YYYY*-* DD/MM/YYYY |
|  |  |
|  |  |
|  |  |  |  |  |
|  |  |
|  |  |

\*Write the task (R&D Laboratory Manager, Project Coordinator, Researcher or Assistant Staff) of the relevant R&D personnel specified in the application principles.

- The members of the Group Executive Committee, the Advisory Board member, the Scientist Support and Evaluation Board member and the Technology Group member in the execution of TÜBİTAK support programs cannot take on executive duties within the framework of the support programs being carried out by the Head of Department / Support Programs.

- A project staff member can be supported at most under the TÜBİTAK Support Programs; a) He/she can take PIB as two (2) project executives or b) One (1) project executive and two (2) projects as researcher / assistant staff or (c) Four (4) projects as researcher / assistant staff.

- Issues related to PIB are subject to the rules applied to public institutions and organizations working in R&D Laboratories and those who are in the positions of state and foundation universities.

## 9.3 Consultancy and Education Expenses

### 9.3.1 Domestic Consultancy and Education Expenses

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work Package** | **No:** |  | | | |
| **Title:** |  | | | |
| **Consultancy / Education Organization** | | **Consultant/Trainer Name Surname** | **Explanation** | **The relationship of the consultancy / education with the R&D studies** | **Cost (TL)** |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  | **TOTAL** |  |

### 9.3.2 Foreign Consultancy and Education Expenses

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work Package** | **Number:** |  | | | |
| **Title:** |  | | | |
| **Consultancy / Education Organization** | | **Consultant/Trainer Name Surname** | **Explanation** | **The relation of the consultancy / education with the R&D studies** | **Cost (TL)** |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  |  |  |
|  | |  |  | **TOTAL** |  |

## 9.4 Total Expenses Demanded for the Period covered by the Plan

|  |  |  |
| --- | --- | --- |
| **Expense Item** | | **Cost (TL)** |
| **Personnel Expenses** | |  |
| **Consultancy and Education Expenses** | **Domestic Consultancy and Education Expenses** |  |
| **Foreign Consultancy and Education Expenses** |  |
| **Total** | |  |

# 10 Attachments

*Submit documents and / or documents (CVs, legal / private permission documents, etc.) supporting the Activity Plan in this section.*