

**TÜBİTAK ARDEB 3501 PROGRAM**  
**IMPORTANT POINTS TO BE CONSIDERED AFTER APPLICATION**

**Points that are checked by Department for Monitoring and Coordination of Funding Programmes during the Preliminary Examination phase and lack of those cause project return (3501 Program)**

- The completion of the application steps in the Project Application System (PBS) until the specified date and uploading the following documents to the application system fully in requested format,
  - Application form (all the items of the form are completely filled in Turkish except for the summary in English and international publications given in reference, and not exceeded 22 pages.)
  - Annex-1 References
  - Annex-2 Budget and Justification (All the items of the form should be filled)
  - Expert Information Form for researcher outside Türkiye if there is researcher outside Türkiye in the project team
- Detecting that applicants does not meet the requirements needed to apply for CAREER program given in <https://tubitak.gov.tr/en/funds/academy/national-support-programmes/3501/content-who-can-apply>.

**Points that are checked by Research Support Groups during the Preliminary Examination phase and lack of those cause project return (3501 Program)**

- If the same/similar project proposal is submitted to TÜBİTAK earlier and the project is rejected as a result of scientific evaluation, "Project Proposal Modification Form" should be formed. The "Project Proposal Modification Form" created automatically by the system in line with the information entered in the Online Application System (PBS) should contain the comments/corrections given in scientific evaluation report.
- In case the projects that were previously submitted and rejected / returned are resubmitted with the same / similar content, "Waiver" should be submitted for those who were right holders in the previous application, but not mentioned as right holder in the new proposed project.
- The statements in the project text should not show great similarity to the statements in the projects submitted previously to TÜBİTAK (including the newly proposed, concluded / ongoing projects).
- The persons in the project team should not have ongoing, concluded or recently proposed projects submitted to TÜBİTAK or to a different institution/organization with the same/similar content of the proposal. "Annex-3 Other Projects of Project Team" generated automatically by the system based on the information entered to online application system, should be filled.
- The statements under each title present in the application form should contain scientifically sufficient information to be able to evaluate the project.

- References used should be recent. The list of references attached should be associated with the text, and all the studies referred in the project proposal should be included in the list of References.
- The project should comply with the research project criteria.
- The amount of fund requested from TÜBİTAK should not exceed the upper budget limits determined for '3501 Program'. (The amounts stated in the "Overall Budget Table" and the amounts in the detailed budget tables on the "Annex-2 Budget and Justification" should not be different from each other)
- Technical specifications of the machine-equipment and service expenses requested for the project should be given in "Annex-2 Budget and Justification" in detail, and detailed list for the consumables, allowing to evaluate their requirements for the project should be prepared.
- Domestic/international travel expenses for activities other than fieldwork should not exceed the upper funding limit determined for the relevant program,
- The project should not include international fieldwork (only the projects to be executed in the field of social sciences and humanities, international fieldwork are funded within the framework of the items given in the relevant regulations)

**The documents that are requested by Research Support Groups after support decision is made for the project and lack of those cause cancellation of support decision (3501 Program)**

- In case it is required in the scope of project, the documents given below should be submitted fully within the time given and in desired format,
  - **Intellectual Property Rights Protocol**  
Intellectual Property Rights Protocol between the persons in the project team and the institution/organization where the project will be carried out should be arranged in order to determine the real/legal person (s) who will have the right on any intellectual product produced during or in the end of project and the Protocol should include wet signatures of the persons concerned.
  - **Ethics Committee Approval, Legal and Private Permits**  
Since the mentioned documents are required to be submitted by the deadline, the applications to the relevant authorities should not be delayed and also the documents should comply with the required criteria. (*View the information notes on Ethics Committee Approval and Legal / Private Permits.*)
  - **SME (Small and Medium Business) Declaration**  
SME Declaration should be submitted in case the managers and partners of SME enterprises and corporations that have not reached the requirements of being a SME are involved in the project.
  - **Proforma Invoice**  
Proforma invoices for the machinery-equipment and service procurement expenses requested for the project should be submitted. (There is no need of proforma invoice for consumables.).