

## TÜBİTAK ARDEB 3501 PROGRAM

### IMPORTANT POINTS TO BE CONSIDERED DURING APPLICATION

#### Application Approval and Completion of Electronic Signature Process

It is required;

- ✓ to complete every step in Project Application System (PBS) until the specified date fully and accurately,
- ✓ to ensure that every document loaded to system is opened and correct,
- ✓ to identify authorized officer\* of institution correctly according to rules defined below and
- ✓ to make sure that the **electronic signature process is completed and approved absolutely.**

#### \*Authorized officer;

Rector or authorized Vice Rector in Universities and hospitals / Institutes affiliated to universities,

Hospital Director, Chief Physician or authorized Deputy Chief Physician in hospitals where affiliation agreements have made with universities, regardless of the location of the position,

Head of Center/Director of Institute in Research Centers/Institutes not affiliated to universities,

Hospital Director, Chief Physician or authorized Deputy Chief Physician in hospitals not affiliated to universities,

Person or persons with highest authority to sign in the list of authorized signatures for private companies (Person or persons representing and binding the company in the broadest sense and defined in the latest notarized list of authorized signatures belonging to private company –person/persons authorized to sign entitling and debtor commitment documents.),

Authorized Deputy Minister in ministries,

Mayor, Secretary General or authorized Deputy Secretary General in the municipalities,

Provincial Director of National Education or the Deputy Provincial Directorate of National Education of the city where the school is located, for applications from public schools affiliated to the Ministry of National Education,

General Manager or authorized Deputy General Manager in other organizations.

#### Expected Impacts of the Project

It is required to choose at least one objective related to possible impacts of proposal for the question of "Önerilen proje çalışmalarınızdan elde edilecek sonuçların 11. Kalkınma Planı hedefleri ve politikaları arasından hangi hedefe ve politikaya hizmet edebilme potansiyeli vardır?" under "Proje Bilgileri" in Project Application System (PBS). While filling the "5.2. Information on expected impacts of the project" part in the proposal, possible impacts of the

project should be explained in detail according to the objective selected, relevant to 11th Development Plan.

### **Project Proposal Modification Form (*Proje Önerisi Değişiklik Bildirim Formu*)**

If the same/similar project proposal has been applied previously and rejected as a result of scientific evaluation, the question of “Bu proje önerisi ile daha önce Kurumumuza başvuruda bulunuldu mu?” in the Project Application System (PBS) should be answered as YES. If the answer is YES, it is requested to fill all of the fields opened with detailed explanation considering the comments/corrections given in scientific evaluation report. “Project Proposal Modification Form (Proje Önerisi Değişiklik Bildirim Formu)” is formed automatically according to the information entered to the system.

### **Other Projects of Project Team (Annex-3)**

Projects completed by the project team with the support of TÜBİTAK, university or other institutions/organizations and projects which are ongoing or applied for support should be entered to the Project Application System (PBS). "*EK-3 Proje Ekibinin Diğer Projeleri*" is formed automatically according to the information entered to the relevant field in the application system.

### **Waiver (Feragat Formu)**

In case the projects that were previously submitted to our Institution and rejected / returned are resubmitted with the same / similar content, those who were right holders in the previous application, but not mentioned as right holder in the new proposed project must be added to the system in the relevant application step. Waiver is formed automatically according to the information entered to application system. During the electronic signature process, the mentioned document is opened to the electronic signature of the persons who leave the project team if they are in Türkiye during the application. If they are abroad during application, they are expected to approve the document via the link to be sent to them.

### **Resumes**

Resumes/CVs of principal investigators, researchers and consultants (including researchers and consultants outside Türkiye) are automatically created by the system in line with ARBİS information. In order to upload detailed CVs of researchers and consultants outside Türkiye, a field is also opened in the system.

### **Information Form for Researcher outside Türkiye (Yurtdışı Araştırmacı Bilgi Formu)**

If there is a researcher outside Türkiye in the project team, the information requested in the electronic application system (the reason for inclusion in the project and the contribution to the project, the time period he/she will take place in the project, the monthly gross fee abroad, the cost of arrival and departure travel) must be filled completely. “Information Form

for Researcher outside Türkiye” is automatically created by the system in line with the information entered.

**Participation Letter of Researcher outside Türkiye (Yurtdışı Arařtırmacı Katılım Mektubu)**

If there is a researcher outside Türkiye in the project team, “Participation Letter of Researcher outside Türkiye” is automatically created by the system and it is opened to the approval of the researcher outside Türkiye in the electronic signature process. In order to complete the electronic signature process, mentioned document must be approved by the researcher outside Türkiye.

**Project Application Permission Form for University Faculty Members Working in the Companies Operating under the Technology Development Zones Law No. 4691**

Permission form in case the university faculty members working within the companies operating under the Technology Development Zones Law No. 4691 make an application via their company, is formed automatically according to the information entered to application system and opened to the electronic signature of the relevant persons (authorities of university and the company) during the electronic signature process.