1707 ORDER R&D CALLS FREQUENTLY ASKED QUESTIONS

A. Questions about the application process for the call

A.1. Who can apply to this call?

ANSWER: Only capital companies can apply. One Customer Organization (SME or Large scale) and at least one Supplier Organization (SME scale) apply jointly.

A.2. When are applications made?

ANSWER: Applications are made according to the dates specified in the call announcement.

A.3. How to apply?

ANSWER: Project applications are made online at https://eteydeb.tubitak.gov.tr.

A.4. Can the University apply to this program? Can SME carry out R&D activities in cooperation with the University?

ANSWER: Universities cannot apply for the call. However, the Supplier Organization may receive consultancy or services from the University (related expense may be supported).

A.5. Can there be more than one Supplier Organization in a project?

ANSWER: Yes. Provided that the Supplier Organization is an SME, there can be more than one. In this case, each Supplier Organization becomes a project partner.

A.6. Can a Supplier Organization be involved in more than one project?

ANSWER: Yes. The important thing is that each project provides its own application conditions.

A.7. Does the budget limit include the share to be paid by the Customer and the Supplier?

ANSWER: Yes. The total budget of the presented project includes TÜBİTAK, Customer and Supplier Organization shares.

A.8. Can the Customer Organization apply for different projects with different SMEs?

ANSWER: Yes, it can. There is no limit to the number of applications. The important thing is that each project provides its own application conditions.

A.9. Can the Customer Organization apply for different projects with the same SME?

ANSWER: Yes, it can apply. There is no limit to the number of applications. The important thing is that each project provides its own application conditions.

A.10. In the order R&D call, are there any criteria related with the establishment date of the SME, its partnership structure, completion of a publicly supported R&D project etc.?

ANSWER: No. It is sufficient only to meet the conditions specified in the call announcement.

A.11. Is there an academic consultancy requirement for an Order R&D Call?

ANSWER: No, there is no such requirement. Expenses can be presented in projects for required academic consultancy; however, academic counseling is not mandatory. It is sufficient only to meet the conditions specified in the call announcement.

A.12. How will universities participate in the order R&D call; Is there any incentive in the program in this regard?

ANSWER: In project proposals, consultancy and service expenses from universities can be provided for the required issues. Other than that, there is no possibility and no incentive.

A.13. What should the subject of the project be?

ANSWER: There is no subject limitation. Applications can be made for R&D projects from all sectors and all technology fields. The important thing is to present an R&D project with a high commercialization potential.

A.14. How many projects can be submitted?

ANSWER: There is no restriction on the number of applications.

A.15. Can we apply for projects we have done in the past?

ANSWER: No. Projects whose R&D activities are completed before the project application are not supported.

A.16. Is the support given back?

ANSWER: Under normal circumstances, it cannot be withdraw. However, in projects that are abolished due to the intention of the institution, all payments made are collected from the institution by applying a delay interest at the rates specified in the Law No. 6183.

A.17. Is support requested back if the project fails?

ANSWER: No, there is no such application.

A.18. Can we sell the project output?

ANSWER: Yes, the output of the project can be sold (NOTE: If the output of the project is committed or sold to a public institution/organization, the support is cut off. For detailed information, see the Innovation Support Program Implementation Principles Directive (*Yenilik Destek Programı Uygulama Esasları Yönergesi*), Article 125).

A.19. Who owns the intellectual property rights of the project?

ANSWER: All intellectual and industrial rights that may arise in the projects are transferred to the disposal of the organizations, unless otherwise specified in the project contract. This is the usual practice. The project partners determine the sharing among themselves.

A.20. Will our project information pass into the hands of competitors?

ANSWER: TÜBİTAK keeps the information presented in the project confidential. Project information is considered as "commercial confidential information" or "service specific information" and is not transferred to anyone other than those involved in the evaluation.

A.21. In the call announcement, the Corporate Tax Law (Kurumlar Vergisi Kanunu) No. 5520 is mentioned and it is mentioned that the institutions within the scope of "related person" cannot be in the same project. Could you give some more details?

ANSWER: There should be no partnership connection between the Customer Organization and the Supplier Organization. If a natural or legal person is a partner in both the Customer Organization and the Supplier Organization, those two organizations as Customer and Supplier Organization cannot participate in the same project. Detailed information about the related person is available in the Corporate Tax Law General Communiqué (Kurumlar Vergisi Kanunu Genel Tebliği).

A.22. Does the customer organization have to carry out commercialization works?

ANSWER: The output of the Project will be expected to be commercialized by the Customer Organization and/or Supplier Organization. (NOTE: not required to market)

A.23. When can we expect to officially launch our project if supported?

ANSWER: If you are going to start the project only if it is supported, it may be appropriate for the project start date to be 4-5 months after the call closing date. (NOTE: It is only a suggestion, the company is free in this regard). If you are going to do your project even if it is not supported, you can start from the first day of the month you apply or the first day of the following months.

A.24. What happens if the Supplier Organization loses its "SME" feature during the support phase?

ANSWER: The SME requirement must be met at the application stage. The subsequent loss of the Organization's SME qualification will not affect the support process.

A.25. We do not want the our project partner, to see our project expenses, especially our personnel expenses. What can we do for this?

ANSWER: Firms can request cost access authority in their projects. In this way, project partners cannot see each other's financial information. For the said limitation, a petition and a copy of the signature circular are sent to TEYDEB. However, in the Order-Based R&D Call, since the Customer Organization will support the project by 40% and will examine the project expenses, the Supplier Organization may need to see the financial information in the project. Therefore, it is necessary to decide how the financial information will be controlled and by whom(s) it can be viewed by the Customer Organization and the Supplier organization.

A.26. How long is the product/process development period within the scope of the call?

ANSWER: The maximum product/process development period in this call is 24 months. Even if the support period is extended, twenty-four months cannot be exceeded.

A.27. Can the project duration be extended?

ANSWER: The duration of the project can be extended. The relevant articles in the Innovation Support Program Implementation Principles Directive should be examined. (Article 18, Article 54)

A.28. When will the call results be announced?

ANSWER: It is aimed to announce the results within 90 days after the call is closed.

A.29. How to make an organization-based pre-registration?

ANSWER: You can access the guide on organization-based pre-registration from the link below. https://www.tubitak.gov.tr/sites/default/files/21566/on_kayit_user_kilavuzu_9_2.pdf

In addition, there is a pre-registration guide on the screen of the Company's Pre-Registration Officer and on the screen of the Establishment Officer in PRODİS.

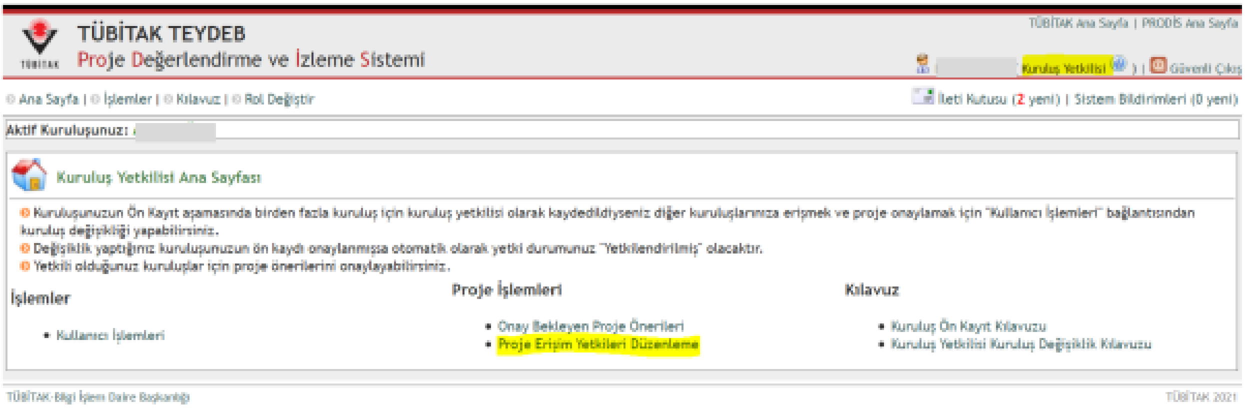
If you have any questions about organization-based pre-registration, you can contact teydeb.onkayit@tubitak.gov.tr.

A.30. What should I do to fill the M011 Personnel expenses form? How do I get cost access authority and project access authority roles?

ANSWER:

Each organization will enter its own personnel expenses. The steps to be followed for this are as follows:

1) When the organization official logs in to the PRODİS account, he must click on the Edit Project Access Authorities option that appears on the screen below.



2) There are two roles here as Project Access Authority and Cost Access Authority. The authority of the organization should grant Cost Access Authorization to the relevant personnel (this person can also be himself) from the Edit Authorization option.

3) The person to whom Cost Access Authorization is granted must log in from the PRODİS account. When he logs in, he should make sure that he is in the Account User role, if he is in a different role, he should switch to the Account User role from the Change Role tab.

4) From the Innovation Support Programs tab, he should go to the Drafts section and click on his project here.

5) In the M011 form, personnel monthly cost expenses can be arranged.

B. Questions about the support process

1. How is R&D Assistance Request Form Submission done in Partner Projects?

ANSWER: The steps to be followed are explained below:

1) Go to the FAQ section from the link https://eteydeb.tubitak.gov.tr/sss.htm#. Click on the title of "Submission of R&D Assistance Request Form in Joint Projects". The explanations in this title must be followed.

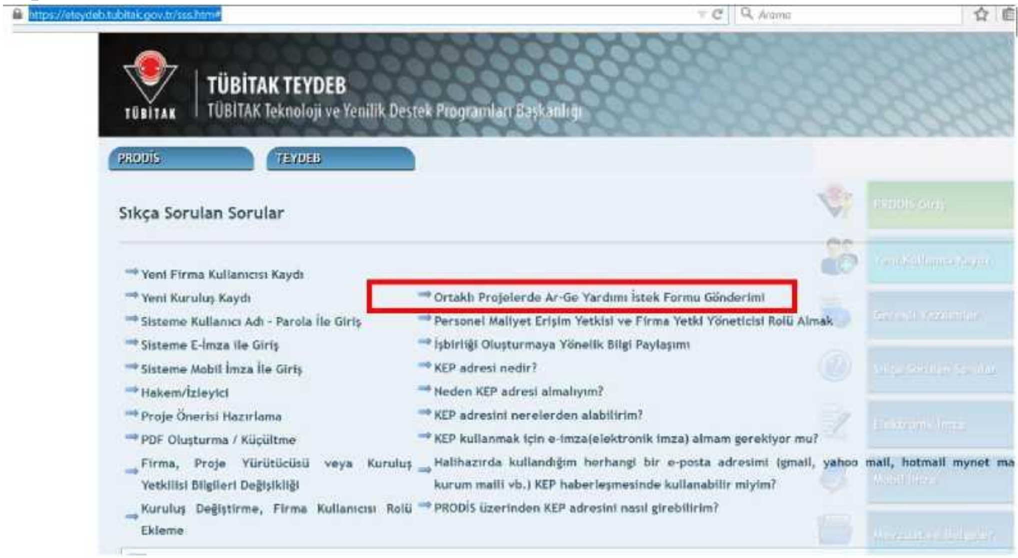


Figure 3 Submission of R&D Assistance Request Form in Partner Projects

2) It is entered into the system at https://eteydeb.tubitak.gov.tr.

3) Click on the Authorization Request tab in the system entered with the company user role (Figure 4).

Figure 4 Authorization Request

4) Here, the Authorization Request Purpose is selected, the project number is entered and the Return is pressed (Figure 5).

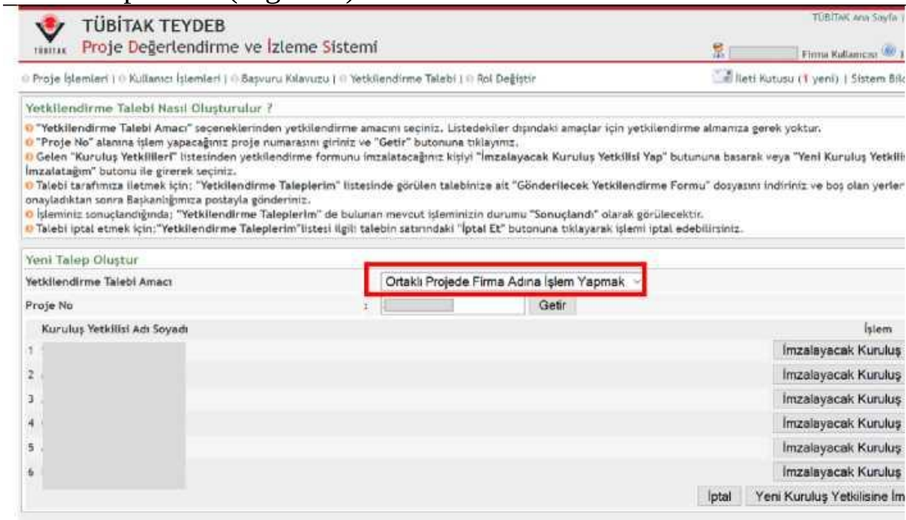


Figure 5 Transacting on behalf of a Partner Firm

5) Select the person you will have the authorization form signed from the "Enterprise Authorities" list by clicking the "Make Institution Authorized to Sign" button. You can add a person who is not in the list with the "I will have the New Organization Authority Sign" button and then make it an Enterprise Authority (Figure 5).
6) To forward the request to us; Download the "Authorization Form to be Submitted" file of your request, which is seen in the "My Authorization Requests" list, and send it to our Presidency by mail after completing and approving the blanks (Figure 6).

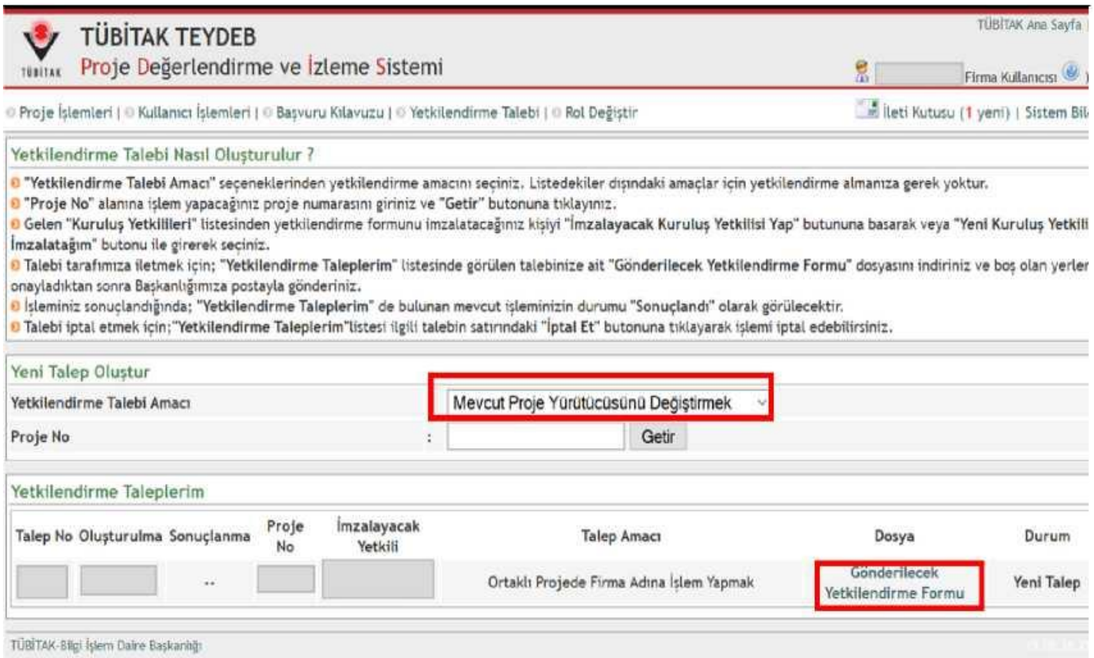


Figure 6 My Authorization Requests

7) If your transaction was done properly; In "My Authorization Requests", the status of your transaction will be seen as "Concluded".

8) To cancel the request; In the "My Authorization Requests" list, it will be necessary to

press the "Cancel" button on the line of the relevant request.

2. In return for which document will the customer organization send 40% payment to the Supplier organization? What financial path should be followed in this process?

ANSWER: The Customer Organization deposits 40% of the periodic expense amount into the Supplier Organization's bank account. The relevant bank receipt must be submitted to the MM.

3. Who sends the period report?

ANSWER: The technical report is uploaded to the system by the Customer organization, and the financial report is sent separately by the Supplier organization and the Customer Organization, with each organization presenting their own expenses.

4. Is there a sample of the commitment form to be given by the customer organization together with the period report?

ANSWER: A sample of the commitment form is available in the PRODİS system, in the Upload section of the Term Report.

5. Can you explain the payment of the customer organization to the supplier organization?

ANSWER: The Customer Organization periodically evaluates the appropriateness of expenditure and expenses and project activities and determines the amount of periodic expenditure to be submitted to TUBITAK after agreeing with the Supplier Organization. The Customer Organization deposits 40% of the periodical expenditure amount to the bank account of the Supplier Organization until the date of the Financial Advisor (MM) report, then the period report is submitted to TÜBİTAK.

6. Period end and reporting period (before MM report approval) Can the customer organization make a payment? Must the payment be within the relevant period?

ANSWER: The Customer Organization can deposit 40% of the periodical expenditure amount into the Supplier Organization's bank account until the end of the period and the Financial Advisor (MM) report issuance date. Payment does not have to be within the period.

7. Is there any problem in receiving more than 40% of the payment to be paid by the Customer organization to be deducted from the following periods?

ANSWER: The payment to be made by the Customer Organization must be at least 40% of the periodic expenditure amount. It could be more. The Financial Advisor makes the necessary explanation in the report and also specifies the information about when the payment was made.

8. In the period when the financial report will not be sent, financial report entry is expected in the system when sending the period report, what should be done in this case?

ANSWER: The organization that will not send financial reports should tick the box that I will not declare expenditure.