

FELLOWSHIPS FOR VISITING SCIENTISTS AND SCIENTISTS ON SABBATICAL LEAVE**Briefing Note for the Visiting Scientist**

Scientists must carefully read the Call Text of the relevant period. All procedures within the scope of the program will be carried out by the host scientist.

1. TRAVEL PROCEDURES

- Flight tickets for the Visiting Scientist will be provided by TÜBİTAK.
- The flight ticket will be purchased upon request from the Host Scientist's account.
- Before requesting the ticket, the Host Scientist must send an email to bideb2221@tubitak.gov.tr indicating that they will request a flight ticket. Following this notification, the system will be updated to allow the request.
- After the system update, the Host Scientist must enter the Visiting Scientist's passport number, travel dates, and itinerary details via <http://seyahat.tubitak.gov.tr>.
- Once the reservation record is completed in the system, the Host Scientist may send an email to seyahat.isleri@tubitak.gov.tr.
- After completing the travel request (seyahat.tubitak.gov.tr), the Host Scientist must send passport and visa documents of the Visiting Scientist to seyahat.isleri@tubitak.gov.tr.
- In accordance with the Travel Allowance Law, tickets will be issued as round-trip. Under international airline regulations, the duration between departure and return tickets cannot exceed 365 days.
- Additional services such as pets, extra baggage, or items like e-bikes are not covered by the program.
- Any fees arising from changes made to tickets issued by TÜBİTAK will be borne by the Visiting Scientist.
- In order for the cost of a flight ticket procured by the Visiting Scientist personally to be reimbursed, the payment document must be submitted to the program's e-mail address by the Host Scientist. In flight ticket reimbursements, the most reasonable cost determined by TÜBİTAK through market research shall be paid in Turkish Lira, calculated according to the exchange rate valid on the date of payment.

2. INITIATION OF SUPPORT

For short-term support, the paymaster document (mutemet belgesi) must be prepared and uploaded to the e-bideb system, and the Host Scientist's bank account details must be entered

into the system at least 15 days prior to the Visiting Scientist's arrival in Türkiye. Payments are typically transferred within about 1 month after the process is completed.

For long-term support, once the Visiting Scientist arrives in Türkiye, The Letter of Commitment (Taahhütname) must be signed by both scientists and uploaded to the e-bideb system. Either the Host or Visiting Scientist's bank details must be entered into the system by Host Scientist.

3. ENTRY OF BANK ACCOUNT INFORMATION INTO THE SYSTEM

- The Host Scientist must enter either their own or the Visiting Scientist's bank details into the e-bideb system at <https://ebideb.tubitak.gov.tr/ibanKayit.htm>.
- Bank name and IBAN must be provided.
- Payments will not be made if bank information is not entered into the system, even if other documents have been submitted.
- If the bank account for payments changes, the new account details must be updated via the same system.
- Ensuring the accuracy of bank details is the responsibility of the Host Scientist; any delays caused by errors will be their liability.

4. MONITORING PROCEDURES

If the payment to the international visiting scientist was made through the host scientist a signed declaration confirming that the monthly payment was delivered to the visiting scientist must be uploaded to the e-bideb system within 1 month following the end date of the research/event.

For health insurance support in stays longer than 3 months:

- The visiting scientist must obtain their own insurance.
- The insurance policy and invoice must be submitted by the host scientist to the program email address.
- A monthly insurance support of up to 560 TL will be provided.
- TÜBİTAK does not directly arrange health insurance for individuals.

Progress and Final Reports:

Visiting scientists supported for 6 months or less are not required to submit a progress report; only a final/evaluation report must be uploaded to the e-bideb system.

Visiting scientists supported for more than 6 months must upload a progress report within 6 months of arrival in Türkiye, in addition to the final report.

Submission of monitoring documents on time is the responsibility of the host scientist; delays will cause payment interruptions.

Required documents by duration:

For stays of 0–1 month:

- Report of the Visiting Scientist,
- Evaluation Report,
- If the payment to the visiting scientist was made through the host scientist: a signed declaration confirming that the monthly payment was delivered to the visiting scientist.

For stays longer than 1 month:

- Report of the Visiting/Sabbatical Scientist,
- Progress Report (for stays of 6 months or more),
- Final Report,
- If the payment to the visiting scientist was made through the host scientist: a signed declaration confirming that the monthly payment was delivered to the visiting scientist

All reports and forms must be prepared in the formats available on the program website. They may be uploaded as signed scans or electronically signed documents.

The Progress Report must be uploaded to the e-bideb system by the end of the sixth month from the start date of the work,

while the Final Report, Evaluation Report, and Report of the Visiting/Sabbatical Scientist must be uploaded within two months after the completion of the work.

All documents must be uploaded by Host Scientist.

Regarding the use of generative artificial intelligence (GenAI) tools during and after the preparation and submission process of the project interim, progress, and final reports, full and complete compliance must be ensured with all principles, rules, and obligations set forth in the [*“Guide on the Responsible and Trustworthy Use of Generative Artificial Intelligence in Support Processes”*](#), and all information provided and to be provided regarding the use of GenAI in this process must be accurate, complete, and truthful; otherwise, all legal and administrative consequences that may arise from violations in this regard shall be deemed accepted in advance, together with the audits, examinations, and sanctions to be carried out by the relevant authorities.

Important References:

Program Call Text and Website:

<https://tubitak.gov.tr/en/scholarships/postdoctoral/research-scholarship-programs/2221-fellowships-visiting-scientists-and-scientists-sabbatical-leave>

Program inquiries:

bideb2221@tubitak.gov.tr

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