**ANNEX-2: BUDGET and JUSTIFICATION**

The following **“Overall Budget Table”** and **“Budget Table requested from TUBITAK”** should be filled in completely. The totals in the contribution requested from TUBITAK in the “Overall Budget Table” and the totals in the “Budget Table requested from TUBITAK” must be the same. Detailed justification and technical information should be provided for each budget item requested from TUBITAK. **It is not necessary to submit a proforma or technical specification at the application stage. The relevant proforma or technical specification will be requested if the project proposal is supported.** For consumable expenses, a list is sufficient in detail, which allows the evaluation of the requirement in the project. If host institution or other institution(s) contribute to project budget, a letter of support signed by the relevant authorities and including contribution amount and scope should be provided if the project is selected for the support.

**OVERALL BUDGET TABLE (TL) (\*)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Source of the contribution** | **Machinery and Equipment****(06.1 + 06.3)** | **Consumables (03.2)** | **Subcontracts****/Services (03.5)** | **Representation and****Promotion****(03.6)** | **Travel****Expense****s (03.3 + 03.4)** | **Scholarships (05.4)** | **Temporary Employee Fees (Supporting Personnel) (01.3)** | **TOTAL** |
| **Requested budget****from TUBITAK** |  |  |  |  |  |  |  |  |
| **Own Contribution of the host institute** |  |  |  |  |  |  |  |  |
| **Contribution of other supporting organization (\*\*)** |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |

 **(\*)** Project Incentive Bonus (PTI) and overheads should not be included in this form. The cost of these items is calculated by TUBITAK and will be added to the project budget.If a researcher outside Türkiye is involved in the project, its expenses are included in the project budget. The fee to be paid to the person should be written in the Subcontracts/Services section, and the travel expenses should be written in the travel expenses section.

 **(\*\*)** If the number of other supporting organizations is more than one, these supports are indicated by adding new rows to the table.

**BUDGET TABLE REQUESTED FROM TUBITAK**

 (In this table, only the qualifications and amounts of the funds requested from TUBITAK are stated in detail and with justification.

Please pay attention to the relevant explanations. The rows in the table can be increased as needed and the writing areas can be expanded.)

|  |
| --- |
| **Machinery and Equipment Expenses (06.1 + 06.3)** |
| **Name/ Brand/ Model / Number** | **Usage justification** | **Technical Specifications\*** | **Cost\*\* (TL)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(\*) All kinds of information about the relevant machinery / equipment in the proforma or technical specification should be given in this section.**

**(\*\*)** Purchases which are not made through the distributor in Turkey should be stated as overseas purchases and all related costs (including customs duties, taxes, and shipping) should be written. VAT should be included for domestic purchases. The banknote selling rate of the T.C. Merkez Bankası is taken into account while calculating the amount in proforma invoices received in foreign currency in exchange for TL and must be specified in the proposal.

|  |
| --- |
| **Consumables Expenses\* (03.2)** |
| **Name** | **Usage justification** | **Cost\*\* (TL)** |
|  |  |  |
|  |  |  |
|  |  |  |

 **(\*)**For consumable expenses, a list should be given in detail, which allows the evaluation of the requirement in the project.

 **(\*\*)**Purchases which are not made through the distributor in Turkey should be stated as overseas purchases and all related costs (including customs duties, taxes, and shipping) should be written. VAT should be included for domestic purchases.

|  |
| --- |
| **Subcontract/Services (03.5)** |
| **Type of Subcontract/Service**  | **Subcontractor / Service Supplier** | **Justification and Content\*** | **Cost (TL)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(\*)All the details that will enable the evaluation of the subcontract/services and any information included in the proforma or technical specifications are presented in this section.**

**(\*\*)If a researcher outside Türkiye is involved in the project, The fee to be paid to the person should be written in this section, and the travel expenses should be written in the travel expenses section.**

|  |
| --- |
|  **Representation and Promotion Expenses (Delivery and Dissemination (\*) Expenses of Project Outputs and Results) (03.6)** |
| **Type of Expense (\*\*)** | **Subcontractor / Service Supplier** | **Justification** | **Cost (TL)** |
| **Domestic travel expenses of participants** |  |  |  |
| **Rent of activity hall** |  |  |  |
| **Catering expenses in workshops/meetings** |  |  |  |
| **Website expenses** |  |  |  |
| **Office supplies/ consumables / printing and binding / postal expenses** |  |  |  |
| **TOTAL** |  |

**(\*)**In this budgetary item, a maximum of 28.000-TL can be requested for events (workshops, meeting, etc.) arranged for sharing expected project outputs with relevant stakeholders and potential users. Approval of related Grant Group is required to spend from this budget item.

**(\*\*)**The expenses of organizing workshops and meetings/visiting organization:

* Participants from abroad cannot be invited, and cannot go abroad.
* The participants from the province where the meeting is held cannot be paid for daily allowance and accommodation.
* Economy class tickets are paid to the participants for domestic travel (plane, train, bus, ferry, etc.), and participants attending from outside the province are paid by taking into account the daily and accommodation limits valid for researchers. Accommodation payment cannot be longer than 1 day; daily allowance cannot be longer than 2 days.
* In case project team attends to the events which take place outside of the province, domestic travel limits for projects are valid.
* Rent of activity hall will not be paid to the institution where the project is carried out. Rental expense of activity hall may only be requested if there is a written declaration about the absence of the activity place, taken from the authority of the institution where the project is carried out.

**Domestic Fieldwork Plan**

 (The number of rows can be increased as needed.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Travel No (\*)** | **Point of Departure/ Point of Arrival** | **Content of Fieldwork (\*\*)**  | **Person x Day (\*\*\*)**  | **Intercity Transportation (\*\*\*\*)** | **Inner-city Transportation (\*\*\*\*)**  |
| **Plane/Bus/ Train/Ship** | **Vehicle Rental (days)** | **Private/ Official/ Rental Vehicle (km)** | **Public Transport (number of rides)** | **Vehicle Rental (days)** |  **Private/ Official/ Rental Vehicle (km)** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| **TOTAL**  |  |  |  |  |  |  |  |

**(\*)** If there is any travel to different regions for fieldwork, a separate row should be filled and a separate number should be given for each travel. In case of travel to the same region at different times, the information about each travel should be filled separately in consecutive rows.

**(\*\*)** In this section, indicate the tasks (survey, interview, sample gathering, information/document collecting, analysis, etc.) to be performed within the scope of the domestic fieldwork together with the planned locations (neighborhood, school, public/private workplace, hospital, national/natural park, wetland, forestland, conservancy district, natural/historical protected area, archaeological excavation area, cave, military zone, special district, agricultural area, farm, slaughterhouse etc.). Depending on the location and the content of the task, the fieldwork might require a legal/private permit. Information notes of “Legal/Private Permits” and “Ethics Committee Approval Document” on the web site of TUBITAK should be examined in detail prior to the application.

**(\*\*\*)** In this section, it is stated how many people from the project team will participate in the relevant field work and for how many days.

**(\*\*\*\*)** In this section, the route of intercity and inner-city transportation should be specified as round-trip in the relevant section. In the plane/bus/train section you should specify the type of the transportation; in the inner-city transportation section, you should indicate the total number of rides. If the travel will be done by a rental vehicle, the type of the vehicle to be rented and the number of days should be specified in the vehicle rental section. If the travel will be done by a private vehicle of project team or an official vehicle of institution or rental vehicle, for the calculations of the fuel cost, total km values should be stated in the Private/Official/Rental Vehicle section.

**Travel Expenses Table for Domestic Fieldwork (03.3)**

(It should be filled and budgeted compatible with the figures in the domestic fieldwork plan.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Number of Person** | **Number of travel (times)** | **Total****number****of day** |  **Rent of vehicle (Daily fee x number of days)** | **Total distance (km)** | **TOTAL (TL)** |
| **Intercity Travel****(Plane/bus/train)** |  |  |  |  |  |  |
| **Inner City Public Transportation (Bus/ train/subway etc.)** |  |  |  |  |  |  |
| **Travel by private/official/rental vehicle (\*)** |  |  |  |  |  |  |
| **Vehicle rental expenses** |  |  |  |  |  |  |
| **Daily allowance (\*\*)****(project team)** |  |  |  |  |  |  |
| **Accommodation (\*\*)****(project team)** |  |  |  |  |  |  |
| **TOTAL (TL)** |  |

**(\*)** For the travels with private/official/rental vehicle, fee of 6 liters of unleaded fuel for each 100 km is paid.

**(\*\*)** Daily allowance has been determined as 250 TL/day. The cost of the accommodation (provided that is documented) is twice as the daily allowance. There is no separate expense for foods and beverages in the accommodation fee since they are included in the daily allowance.

**International Fieldwork**

In accordance with the decision taken at the meeting of the TUBITAK Board of Directors dated 14/02/2019 and the Presidency announcement dated 02/03/2019, support can be given to field studies abroad only within the scope of projects in the field of **Social Sciences and Humanities**, under the following conditions:

1. International fieldwork can be carried out for the cases which there are no other way to provide the data needed in the scope of the project. However, researchers, scholars, etc. from abroad cannot be included in the project team for this purpose.

2- In international fieldworks, it is obligatory to use the research results in Turkey and to be a needed issue in our country.

3- In the countries where the international fieldwork will be carried out, it is obligatory to obtain the necessary legal/private permits from the authorized institutions/organizations of the places where the fieldwork will be carried out before the application. In accordance with the legislation of the country where the research will be conducted, if the Ethics Committee Approval Document is required from that country, the document must be obtained before the application.

4- The budget that might be requested for international fieldwork should not exceed 30% of the upper limit of the program.

**Please explain the reason of international fieldwork and its contribution to the project within the framework of the above-mentioned rules:**

|  |
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|  |

**International Fieldwork Plan**

(It is valid only for projects in the field of Social Sciences and Humanities. The number of rows can be increased as needed.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Travel No (\*)** |  **Point of Departure/ Point of Arrival** | **Type of Fieldwork (\*\*)** |  **Person x Day (\*\*\*)**  | **International transportation (\*\*\*\*)** | **International City Transportation (\*\*\*\*)**  |
| **Plane/ Bus/ Train/Ship** | **Vehicle Rental (days)** | **Private/ Official/ Rental Vehicle** **(km)** | **Public Transport (number of rides)** | **Vehicle Rental (days)** | **Private/ Official/ Rental Vehicle** **(km)** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |

**(\*)** If there is any travel to different countries and different regions in these countries for fieldwork, a separate row should be filled and a separate number should be given for each travel. In case of travel to the same region at different times, the information about each travel should be filled separately in consecutive rows.

**(\*\*)** In this section, indicate the tasks (survey, interview, sample gathering, information/document collecting, analysis, etc.) to be performed within the scope of the international fieldwork together with the planned locations (neighborhood, school, public/private workplace, hospital, national/natural park, wetland, forestland, conservancy district, natural/historical protected area, archaeological excavation area, cave, military zone, special district, agricultural area, farm, slaughterhouse etc.). Depending on the location and the content of the task, the fieldwork might require a legal/private permit. Information notes of “Legal/Private Permits” and “Ethics Committee Approval Document” on the web site of TUBITAK should be examined in detail prior to the application.

In the countries where the international fieldwork will be carried out, it is obligatory to obtain the necessary legal/private permits from the authorized institutions/organizations of the places where the fieldwork will be carried out before the application. In accordance with the legislation of the country where the research will be conducted, if the Ethics Committee Approval Document is required from that country, the document must be obtained before the application.

**(\*\*\*)** In this section, it is stated how many people from the project team will participate in the relevant field work and for how many days.

**(\*\*\*\*)** In this section, the route of international and international city transportation in the relevant country should be specified as round-trip in the relevant section. In the plane/bus/train/ship section you should specify the type of the transportation; in the International City Transportation section, you should indicate the total number of rides. If the travel will be done by a rental vehicle, the type of the vehicle to be rented and the number of days should be specified in the vehicle rental section. If the travel will be done by a private vehicle of project team or an official vehicle of institution or rental vehicle, for the calculations of the fuel cost, total km values should be stated in the Private/Official/Rental Vehicle section.

**International Fieldwork Travel Expenses (03.3)**

(It should be filled and budgeted compatible with the figures in the international fieldwork plan.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Number****of****person** | **Number of****Travel****(times)** | **Total****number****of day** | **Rent of vehicle (Daily fee x number of days)** | **Total distance (km)** | **TOTAL (TL)** |
| **International Travel****(Plane/bus/train/ship)** |  |  |  |  |  |  |
| **Inner City Public Transportation Abroad (Bus/train/subway etc.)**  |  |  |  |  |  |  |
| **Travel by private/official/rental vehicle (\*)** |  |  |  |  |  |  |
| **Vehicle rental expenses** |  |  |  |  |  |  |
| **Daily allowance (\*\*)****(project team)** |  |  |  |  |  |  |
| **Accommodation (\*\*)****(project team)** |  |  |  |  |  |  |
| **TOTAL (TL)** |  |

**(\*)** For the travels with private/official/rental vehicle, fee of 6 liters of unleaded fuel for each 100 km is paid.

**(\*\*)** Daily allowance and accommodation costs in abroad are calculated and budgeted in accordance with the provisions of the Travel Allowance Law No. 6245.

|  |
| --- |
| **Travel Expenses**  **Domestic/International Non-fieldwork Travels****(Participation in Scientific Meetings, Study Visits, etc. Activities)(\*) (03.4)**  |
|  | **TOTAL (TL)** |
| **Domestic/International Travel** |  |
| **International Flight Ticket (Requested from TUBITAK) (\*\*)**  |  |

(\*) Domestic/international travels for activities other than fieldwork no more than 116.000 TL in total are paid.

(\*\*) If a researcher outside Türkiye is involved in the project, the travel expenses should be written in this section and The fee to be paid to the person should be written in the Subcontracts/Services section.

|  |
| --- |
| **Scholarship Fees (\*) (05.4)** |
| **Qualification**(Undergraduate/Master/PhD/Post-doctorate) | **Involvement Duration (month)** | **Amount of scholarship (TL/month)** | **Total (TL)** |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |

**(\*)** Detailed information about the activities of scholar(s) carried out in the project is given on an additional page. It is expected that the education fields or thesis subjects of scholars should be related with the scientific area(s) of the project. Scholars cannot participate in more than one project at the same time. Any person receiving partial scholarships from BIDEB are not also paid for scholarships.

In order to become an undergraduate scholar, it is necessary to be in the undergraduate student program of a higher education institution in Turkey (except for special students and prep students) and not to work in any institution for a fee. At most 4 undergraduate students can take part in one project as an undergrad-scholar simultaneously.

**Upper Limits of Scholarship**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Unemployed** | **Employed** |
| Undergraduate Student | 4.000.-TL/month | ------------ |
| MSc Student | 13.500.-TL/ month | 4.000.-TL/ month |
| PhD Student | 20.000.-TL/ month | 5.500.-TL/ month |
| Post-doctorate | 27.000.-TL/ month | ------------ |

|  |
| --- |
| **Temporary Employee Fees (Supporting Personnel) (\*) (01.3)** |
| **Name - Surname** | **Qualification** | **Duration of duty (month)** | **Monthly salary (TL)** | **Total (TL)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**(\*)**Detailed information about the work carried out by supporting personnel (technician, laboratory assistant, engineer etc.) in the project should be given on an additional page.

People working full-time in anywhere cannot take part in projects as supporting personnel and cannot be paid from the budget of the project.

In case the supporting personnel do not work anywhere; the monthly salary to be paid to her/him is included as gross salary in the project budget. In this case, it is the responsibility of the PI to fulfill the requirements about the tax, social security withholdings and legal obligations.

The monthly salary to be paid for supporting personnel (unemployed) is determined by PI by taking into account the fair value of the salary of the person working in the institution where the project is carried out and who performs an equivalent or similar duty with supporting personnel.