



**SCIENTIFIC RESEARCH PROJECTS  
HANDBOOK  
2013**

Translated by  
Sibel Sakacı

# TABLE OF CONTENTS

Foreword

Members of the Scientific Research Projects (BAP) Commission

Scientific Research Projects Administrative Coordinatorship

Scientific Research Projects Financial Coordinatorship

## **SCIENTIFIC RESEARCH PROJECTS SUPPORT PRINCIPLES ..... 1**

|   |          |
|---|----------|
| <b>1. BAP COMMITTEE SUPPORT TYPES .....</b>   | <b>1</b> |
| 1.1. Project Support Types .....  | 1        |
| 1.1.1. Standard Project Support (“P” Code Projects).....  | 2        |
| 1.1.2. Doctorate Projects (“D” Code Projects).....  | 2        |
| 1.1.3. Complementary Support (“M” Code Projects).....   | 2        |
| 1.1.4. Multidisciplinary Project Support (“R” Code Projects).....   | 2        |
| 1.1.5. Infrastructure Project Support (“S” Code Projects).....  | 2        |
| 1.1.6. Strategic Research in Social Sciences and Humanities Project Support<br>(“SBA” Code Projects)..... | 2        |
| 1.1.7. Advanced Technologies Application and Development Project Support<br>(“TUG” Coded Projects).....   | 3        |
| 1.1.8. BAP-COST Project Support (“BC” Code Projects).....   | 3        |
| 1.1.9. Start-Up Project Support (“SUP” Code Projects).....  | 4        |
| 1.2. Project Support Volume.....  | 5        |
| 1.3. Doctoral Dissertation Award Support .....  | 5        |

## **PROJECT APPLICATION PROCESS TO BAP COMMITTEE ..... 6**

|   |           |
|---|-----------|
| <b>1. PROJECT CALL CALENDAR .....</b>   | <b>6</b>  |
| <b>2. IMPORTANT POINTS TO CONSIDER IN PROJECT APPLICATION PREPARATION .....</b>   | <b>7</b>  |
| <b>3. REGISTRATION AND ACCESS TO THE SCHOLAR PORTAL .....</b>                     | <b>9</b>  |
| <b>4. PROGRESSION TO PROJECT APPLICATION STEPS .....</b>                          | <b>9</b>  |
| <b>5. PREPARATION OF THE PROJECT AND ITS SUBMISSION TO THE BAP COMMITTEE.....</b> | <b>9</b>  |
| 5.1. General Information .....  | 10        |
| 5.1.1. Project Summary.....   | 10        |
| 5.1.2. Project Proposal .....   | 10        |
| 5.1.3. Keywords .....   | 11        |
| 5.1.4. Project Team .....   | 11        |
| 5.1.5. Project Calendar .....   | 11        |
| 5.1.6. Project Request List .....   | 11        |
| 5.1.6.1. Machines and Equipment Procurement Request Item .....                    | 12        |
| 5.1.6.2. Software Procurement Request Item .....                                  | 12        |
| 5.1.6.3. Consumer Goods and Materials Procurement Request Item .....              | 12        |
| 5.1.6.4. Service Procurement Request Item .....                                   | 12        |
| 5.1.6.5. Travel Allowance Request Item .....                                      | 12        |
| 5.1.6.6. Personnel Employment Request Item .....                                  | 13        |
| <b>6. ANNOUNCEMENT OF PROJECT APPLICATION DECISIONS .....</b>                     | <b>15</b> |

## **CONDUCTING THE RESEARCH PROJECTS ..... 15**

|  |    |
|--|----|
| <b>1. PROJECT BUDGET DISBURSEMENT PROCEDURES</b> .....                               | 16 |
| 1.1. Advance Receiving Process .....   | 16 |
| 1.1.1. Receiving Advance .....   | 16 |
| 1.1.2. Reimbursement of Advance .....  | 18 |
| 1.2. Direct Procurement Procedures .....   | 18 |
| 1.3. Tender Procedures .....   | 19 |
| 1.4. Foreign Procurement (Letter of Credit) .....                                    | 19 |
| <b>2. PROJECT BUDGET DISBURSEMENT ITEMS</b> .....                                    | 20 |
| 2.1. Service Procurement Disbursement Item .....                                     | 20 |
| 2.1.1. Employment of Surveyors .....   | 21 |
| 2.2. Consumer Goods and Materials Procurement Disbursement Item .....                | 22 |
| 2.3. Machines and Equipment Procurement Disbursement Item .....                      | 22 |
| 2.4. Research Personnel Employment Disbursement Item .....                           | 23 |
| 2.4.1. Employment Process .....  | 23 |
| 2.4.2. Monthly Payment Process .....   | 24 |
| 2.4.3. Termination of Contract .....   | 24 |
| 2.4.4. Changing Already-Employed Research Personnel .....                            | 25 |
| 2.5. Travel Allowance Disbursement Item .....  | 25 |
| 2.5.1. Travel Allowance (Domestic/Foreign) .....                                     | 27 |
| 2.5.1.1. Domestic Travel Allowances .....  | 27 |
| 2.5.1.2. Foreign Travel Allowances .....   | 28 |
| 2.5.2. Daily Pay and Accomodation Expenses .....                                     | 28 |
| 2.5.3. Registration Fee Expenses .....   | 28 |
| <b>3. PROJECT REQUESTS</b> .....   | 29 |
| 3.1. Additional Budget Request .....   | 29 |
| 3.1.1. Journal Paper Publishing Support .....  | 29 |
| 3.1.2. Guest Researcher Visit Support .....  | 30 |
| 3.2. Travel Additional Budget Request .....  | 32 |
| 3.2.1. Scientific Meeting Participation Support .....                                | 32 |
| 3.3. Section Transfer Request .....  | 33 |
| 3.4. Amendment Request .....   | 34 |
| 3.4.1. Restricted Authorized User Request .....                                      | 34 |
| <b>4. PROJECT PERIODIC REPORTS</b> .....   | 34 |
| 4.1. Following Year Budget Request .....   | 36 |
| 4.2. Additional Time Request .....   | 36 |
| <b>5. MOVABLES TRANSACTION SLIP (EQUIPMENT AND OFFICE SUPPLY TRANSACTIONS)</b> ..... | 37 |

## **FINALIZATION OF THE RESEARCH PROJECTS** .....

## **SCHOLAR PORTAL AND LIFE CYCLE APPLICATION** .....

|  |    |
|--|----|
| <b>1. ACCESS TO THE SYSTEM</b> .....       | 39 |
| <b>2. REGISTRATION TO THE SYSTEM</b> ..... | 39 |
| <b>3. USER TABS</b> .....                  | 40 |
| 3.1. "My page" Tab .....                   | 40 |
| 3.2. "Scholar" Tab .....                   | 40 |
| 3.2.1. Information Menu .....              | 40 |
| 3.2.2. Professional Experiences Menu ..... | 40 |
| 3.2.3. Academic Activities Menu .....      | 40 |
| 3.2.4. Scientific Meetings Menu .....      | 41 |
| 3.2.5. Other Menu .....                    | 41 |

|  |    |
|--|----|
| 3.2.6. Curriculum Vitae/Activities Menu .....    | 41 |
| 3.2.6.1. "Curriculum Vitae" Button .....         | 41 |
| 3.2.6.2. "Personal Activity Report" Button ..... | 41 |
| 3.2.7. TR InCites System .....                   | 41 |
| 3.3. "My Projects" Tab .....                     | 41 |
| 3.4. "My Review Assignments" Tab .....           | 42 |

|                       |    |
|-----------------------|----|
| <b>GLOSSARY</b> ..... | 42 |
|-----------------------|----|

|                       |    |
|-----------------------|----|
| <b>APPENDIX</b> ..... | 47 |
|-----------------------|----|

|  |    |
|--|----|
| (APPENDIX 1) Standard ("P" Code) Project Proposal .....  | 48 |
| (APPENDIX 2) Doctorate ("D" Code) Project Proposal .....   | 49 |
| (APPENDIX 3) Complementary ("M" Code) Project Proposal .....   | 50 |
| (APPENDIX 4) Multidisciplinary ("R" Code) Project Proposal .....   | 51 |
| (APPENDIX 5) Infrastructure ("S" Code) Project Proposal .....  | 52 |
| (APPENDIX 6) Strategic Research in Social Sciences and Humanities ("SBA" Code) Project Proposal .....      | 53 |
| (APPENDIX 7) Advanced Technology Application and Development ("TUG" Code) Project Proposal .....           | 54 |
| (APPENDIX 8) BAP-COST ("BC" Code) Project Proposal .....   | 55 |
| (APPENDIX 9) Start-Up ("SUP" Code) Project Proposal .....  | 56 |
| (APPENDIX 10) Guest Researcher Visit Support Information Form .....  | 57 |
| (APPENDIX 11) Rectorate Guest Researcher Visit Approval/ Rektörlük Misafir Araştırmacı Ziyaret Onayı ..... | 58 |
| (APPENDIX 12) Guest Researcher Service Contract/Misafir Araştırmacı Hizmet Sözleşmesi .....                | 60 |
| (APPENDIX 13) Bill of Spending (Used in case of advance payment)/Harcama Pusulası .....                    | 62 |
| (APPENDIX 14) Fieldwork Information Form .....   | 64 |
| (APPENDIX 15) Doctoral Dissertation Award Application Form .....   | 65 |
| (APPENDIX 16) Advance Reimbursement Form/ Ön Ödeme (Avans) Kapatma Formu .....                             | 67 |
| (APPENDIX 17) BAP Budget Items Table/ BAP Bütçe Kalemleri Tablosu .....                                    | 69 |
| (APPENDIX 18) Fixed Term Contract/Belirli Süreli Hizmet Sözleşmesi .....                                   | 71 |
| (APPENDIX 19) Social Security (SGK) Employment Procedures Form/ SGK İşe Giriş İşlem Formu .....            | 73 |
| (APPENDIX 20) Social Security (SGK) Exit Procedures Form/SGK İşten Çıkış İşlem Formu .....                 | 75 |
| (APPENDIX 21) Periodic Report (DR) Template .....  | 77 |
| (APPENDIX 22) Project Final Report (SR) Template .....   | 79 |

## **FOREWORD**

“Generating Quality Research” has been defined as one of the seven main objectives in Boğaziçi University strategic plan. Under this heading lies the target of encouraging research via Bilimsel Araştırma Projeleri (Scientific Research Projects) (BAP)]. Boğaziçi University BAP Committee makes all the facilities available to all Faculty and other researchers in a way to further encourage research whereby providing support with priority to recently admitted Faculty.

BAP budget is made up of grants allocated by the government and revenues acquired from Evening Education Non-thesis Master’s Program and Revolving Funds. Budget sources are planned to be increased.

We hope that this 2013 version manual updated and made ready for publishing, bearing the duty of explaining the function of the BAP Committee, giving information about the new project and support types created to meet the needs that have changed after the year 2009 and giving guidance in project preparation period and project application progression steps which have been processed online in “Bilim İnsanı Portalı” [(Scholar Portal] since 2010 will be helpful for all the Faculty.

**BAP Committee**

## **BAP COMMITTEE (BAP KOMİSYONU)**

Prof. Dr. Aysin ERTÜZÜN  
*Head of the Committee*

ertuz@boun.edu.tr

Prof. Dr. Mustafa AKTAR  
*Member Elected by the Senate*

aktar@boun.edu.tr

Prof. Dr. Naz Zeynep ATAY  
*Member Elected by the Senate*

zatay@boun.edu.tr

Doç. Dr. Ahmet Kerim AVCI  
*Member Elected by the Senate*

avciahme@boun.edu.tr

Prof. Dr. Yasemin BAYYURT  
*Member Elected by the Senate*

bayyurt@boun.edu.tr

Prof.Dr. Naci İNCİ  
*Member Elected by the Senate*

naci.inci@boun.edu.tr

Prof. Dr. İlhan OR  
*Director of Institute of Science and Technology*

or@boun.edu.tr

Doç. Dr. Begüm ÖZKAYNAK  
*Member Elected by the Senate*

begum.ozkaynak@boun.edu.tr

Prof. Dr. Cevza SEVGİN  
*Director of Institute of Social Sciences*

sevgin@boun.edu.tr

Prof. Dr. Orhan YENİGÜN  
*Member Elected by the Senate*

yeniguno@boun.edu.tr

## **BAP ADMINISTRATIVE COORDINATORSHIP (BAP İDARİ KOORDİNATÖRLÜĞÜ)**

Betül ADANUR ÇUBUK 6585 adanur@boun.edu.tr  
*Administrative Coordinator*

Sevgi GÜNEL 6798 sevgi.gunel@boun.edu.tr

## **BAP FINANCIAL COORDINATORSHIP (BAP MALİ KOORDİNATÖRLÜĞÜ)**

Ayşe Vicdan YALÇIN 7184 vyalcin@boun.edu.tr  
*Financial Coordinator*

### **Budget-Accrual Responsibles (Bütçe Tahakkuk Sorumluları)**

Recep ŞEKER 6756 rseker@boun.edu.tr

Ayça TONYALI 7549 ayca.tonyali@boun.edu.tr

Sonay ERKAN 7140 erkans@boun.edu.tr

Ercan ÇELİKER 6550 celiker@boun.edu.tr

Mehmet BAK 7140 mehmet.bak1@boun.edu.tr

Semra UZUNSELVİ 6550 semra.uzunselvi@boun.edu.tr

Filiz DEMİRCAN 4640 filiz.demircan@boun.edu.tr

### **BAP Procurement Department Directorate (BAP Satın Alma Şube Müdürlüğü)**

Serdar GÜNEL 7549 serdar.gunel@boun.edu.tr

Sinan ÇOBAN 7295 scoban@boun.edu.tr

Yasemin TURAN 7295 yasemin.turan@boun.edu.tr

Zeynep TÜRKYILMAZ 6550 zeynep.turkyilmaz@boun.edu.tr

Polat BACAĞ 7140 polat.bacak@boun.edu.tr

## SCIENTIFIC RESEARCH PROJECTS SUPPORTING PRINCIPLES

The objective of the BAP Committee is to encourage research in all academic units of the University and to provide opportunities for research in new fields. The principle in utilizing the BAP budget is that it to be delivered on project basis in a manner to provide support to maximum number of researchers. The main expectation from the projects is journal papers, patents and development of utility models along with creating synergy internal and external to the University.

### 1. BAP COMMITTEE SUPPORT TYPES

#### 1.1. Project Support Types

In project applications made by using the “Bilim İnsanı Portalı ve Yaşam Döngüsü Uygulaması” [Scholar Portal and Life Cycle Application] BAP Committee accepts new project applications in types “Standard (P)” [Standard (P)], “Doktora (D)” [Doctorate (D)], “Start-up (SUP)” and “BAP-COST (BC) without any restriction in call periods and dates. Standard and Doctorate type applications may be made anytime within a year over the “Bilim İnsanı Portalı” [Scholar Portal] complying with the condition “A faculty member may have maximum two projects; one being a Complementary Support Project (“M” code) or being a Doctorate Project (“D” code)”. In case a Standard (“P”) Code and a Doctorate (“D” Code), a Standard (“P”) Code and a Complementary Support (“M” Code), a Doctorate (“D” Code) and a Complementary Support (“M” Code) or two Doctorate (“D” Code) projects are ongoing simultaneously, only a BAP-COST (“BC” COST) project application can be made as the third project. BAP Project support is provided to full time faculty and Boğaziçi University staff with a doctorate degree.

Post-doc researchers working in FP7-MBG-BRIDGE EC REGPOT Project, Social Policy Forum (SPF) and Academician Development in Information and Communications Technologies (TAM) may apply for “Standard (P)” Project. Post-doc researchers may have access to the “Bilim İnsanı Portalı ve Yaşam Döngüsü Uygulaması” [Scholar Portal and Life Cycle Application] after being identified to the portal by “BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü)”. Following rules apply to the project applications:

- a. In project applications, a full-time Boğaziçi Üniversitesi Faculty member should be mentioned as a co-director. (This project will not be considered among the mentioned member’s project number limit.)
- b. Applicants may apply only for “Standard (P)” Project.
- c. Project period is 12 months.
- d. Only after the acceptance of the project result report, new projects will be assessed.
- e. Project budget ceiling for the year 2013 has been determined as TL 30,000 (VAT included).
- f. Research personnel will not be employed in the project.
- g. Once in a year and only under the condition that a presentation is to be made, an additional travel budget will be provided as a scientific meeting participation support (This excludes the domestic national meetings).
- h. No extra budget will be provided other than the additional travel budget.
- i. Although the project coordinator has priority in utility of the movable property (equipment-materials), the liability rests with the co-director.

#### **1.1.1. Standard Project Support (“P” Code Projects)**

The objective is to provide support to all full-time faculty members with a doctorate degree. New applications of faculty members who had received support for their previous projects are reviewed according to their previous deliverables (journal and conference papers, theses etc.) and qualification and amount of support received from other resources.

#### **1.1.2. Doctorate Project Support (“D” Code Projects)**

This is designed to support the relevant research projects i.e., the doctorate theses in departments that offer doctoral programs and master’s theses in departments that do not offer doctorate programs. Graduate students are expected to have finished their course load, ready at the thesis stage and doctoral students are expected to have passed the comprehensive exam, ready at the dissertation stage. Graduate students that have surpassed the maximum study period are not eligible for the doctorate projects.

#### **1.1.3. Complementary Support (“M” Code Projects)**

Complementary support is provided to the faculty member who brings in permanent resources to the University through an externally supported project. Projects that are accepted for support following the period of external reviewer’s assessment, the project director may apply to BAP Committee for the Complementary Project Support with the project proposal he/she presented to the outside sources, the project acceptance document and BAP project proposal. Annual support volume is determined on project basis by the actual inflow. Applications can be made anytime within a year as soon as the external resources are received. The principle that **A faculty member may have maximum two projects; one being a Complementary Support Project (“M” code) or being Doctorate Project (“D” code)** is followed.

#### **1.1.4. Multidisciplinary Project Support (“R” Code Projects)**

Projects focusing on issues that call for multidisciplinary approach, that are contributing to universal science and/or focusing on national issues are supported with “R” Code Projects. The main objective of the multidisciplinary projects is that to create new fields and collaborations enriching the research environment within the campus.

#### **1.1.5. Infrastructure Project Support (“S” Code) Projects**

The objective of the support is the reinforcement of the machines and equipment infrastructure of the University. In this way, long-term sharing of hardware and equipment among researchers working on different subjects is made possible. Infrastructure projects may include software as well, in case of need. Infrastructure projects should be prepared in a way not to need any additional budget. The total budget of the project is determined at the time of the application assessment. Research personnel are not employed under these projects.

#### **1.1.6. Strategic Research in Social Sciences and Humanities Project Support (“SBA” Code Projects)**

Projects under this heading are the ones to contribute to the generation of forward-looking creative solution policies to the vital or potentially vital social problems. These projects are expected to create a difference in any field of social sciences and humanities. Having a broad research scope is not enough for the project to be considered a “strategic” one. It should be included in the project objectives that the research results be shared by the society, the executing office and the institutions.

It is expected that a comprehensive, detailed result report be presented and journal papers, presentations and the like be generated at the end of the project.

#### **1.1.7. Advanced Technologies Application and Development Project Support (“TUG” Coded Projects)**

Projects under this heading are the ones that will enable the development of new products or technology; the domestic application of a recently developed technology in the world and/or the domestic progression of an application that has reached a certain level of development and application in the world however has not been worked on at all or a little domestically. Developing a prototype, applying for a licence/utility model should be among the objectives of the project. It is expected that a comprehensive, detailed result report be presented and journal papers, presentations and the like be generated at the end of the project.

#### **1.1.8. BAP-COST Project Support (“BC” Coded Projects)**

COST is an organization founded for the purpose of facilitating the coordination of research projects supported by the national resources all over Europe and supporting the collaboration of European scientists. It provides an opportunity for the directors of the nationally supported scientific projects to involve in the networks (actions) at Europe level. Turkey’s involvement in an action as a country (accepting the MoU of that action) is possible only through a research project supported by national resources bearing the same theme as the action in question. The national resources that support these projects in our country are TÜBİTAK and the BAP Committees of the universities. Besides, in order to be assigned as an Action Management Committee (MC) member, the MC member quota made available to Turkey for two members should be unengaged.

To enable the involvement in COST actions, BAP-COST projects are designed as to meeting of the prerequisite of having a scientific project with a similar theme supported by the national resources. Its purpose is to facilitate the researchers in our University to participate in international actions and develop collaboration.

In case there is an ongoing BAP project with a theme similar to the COST action to be involved in, application may be made to COST via TÜBİTAK. However, if there is not an ongoing BAP project with a theme similar to the COST action, a COST project related to the action theme should be presented to TÜBİTAK. In case the presented project application is not supported by TÜBİTAK, a BAP-COST project application related to the action theme may be submitted to the BAP Committee.

It may be possible to be assigned to the related action in the project scope as an MC member if there is an ongoing BAP project with a similar theme or if there is an accepted BAP-COST project. For this, the project proposal, the letter of support signed by the Rector and the Head of the BAP Committee all the printed documents copied to a CD should be handed in or posted to “TÜBİTAK İkili ve Çoklu İlişkiler Müdürlüğü” [TÜBİTAK Bileteral and Multilateral Relations Division]. Assignment of the project director to the related Action as an MC member is made electronically after the accordance of action theme of BAP project in question and its duration are assessed and approved by the TÜBİTAK Research Support Groups.

- a. In case there is an ongoing BAP project with a theme similar to the COST action to be involved in, application may be made to COST via TÜBİTAK. However, if there is not an ongoing BAP project with a similar theme or if the project number limits have been already reached, it is possible to

submit a BAP-COST project to the BAP Committee as a 3rd or 2nd project. It is necessary that the application first to have been made to and not supported by TÜBİTAK.

- b.** In BAP-COST applications to be made to the BAP Committee, the project application sent to TÜBİTAK should be submitted.
- c.** In case BAP-COST project application is accepted, involvement in actions via TÜBİTAK becomes possible. However, utilization of the project budget and the activation of the project depend on the director's assignment by TÜBİTAK as an MC member.
- d.** For the BAP-COST project to be proposed as the 3rd project, the two other ongoing projects should be Standard ("P" code) and Doctorate ("D" code), Standard ("P" code) and Complementary Support ("M" code), Doctorate ("D" code) and Complementary Support ("M" code) or 2 Doctorate ("D" code) projects. In case it is Multidisciplinary ("R" code), Infrastructure ("S" code), Strategic Research in Social Sciences and Humanities ("SBA" code) Project or Advanced Technologies Application and Development ("TUG" code) Project, BAP-COST project may be proposed as the 2nd project.
- e.** Project budget ceiling is TL 30,000 (VAT included) per year, regardless of the director's first 3 project years.
- f.** The duration of a BAP-COST project is maximum 36 months. While preparing the project, application budget for each year should be projected.
- g.** For each year, the project director is entitled to request an additional budget amounting to 25% of the total annual budget. Additional travel budget is evaluated out of this rate as in all BAP projects.
- h.** For ongoing BAP-COST projects, additional time may be requested. In case the COST project is to be terminated within a year, maximum one year of additional time is granted to BAP-COST projects with duration of 36 months. However, after normal project duration of 36 months is over, budget/additional budget is not provided for the 4th year. In case the director does not have any other ongoing BAP project, additional travel budget may be granted for participation in meetings other than MC meetings.
- i.** As cost of participation of two people from each country to MC meetings is covered by the COST, BAP does not support participation to MC meetings.
- j.** As long as the COST project is ongoing, the BAP-COST project the duration of which has ended may be closed and a follow-up project related to the action theme may be submitted.
- k.** All the reports submitted to COST should as well be sent to the BAP Committee.

#### **1.1.9. Start-Up Project Support ("SUP" Code Projects)**

The assistant professors who have been recruited after January 1, 2013 and have started to work full-time will be granted Start-Up ("SUP" Code) project support in case they apply within 1 year starting from the date they start to work. If application is not made in the mentioned period, request of rights retroactively will not be honored.

The purpose of the Start-Up project support is to provide seed-money to the young assistant professors with PhD degree who have been recently inducted (atama) to our University and have started to work, to start their academic careers and to create their own research infrastructures/research environments.

- a.** The total project budget ceiling is **TL175,000 (VAT included)** regardless of the first 3 years of the project director.
- b.** Project period is minimum 12 months and maximum 36 months.

- c. No additional time or budget will be granted.
- d. If justified, research personnel may be employed in the project.
- e. Machines and equipment (computer, printer etc.) and consumption (toner, paper etc.) requested to meet office needs will be not be supported.
- f. The young assistant professors with PhD who have recently started to work will be granted a second foreign travel support for 3 years starting from the date they start work- apart from the BAP support given once a year to present papers in international scientific meetings- to present papers from their BAP projects, to be listeners, to participate workshops/courses, to develop joint projects or to initiate collaborations
- g. The Faculty members who are currently receiving Start-Up (“SUP” Code) project support may apply for **Doctorate (“D” Code)** or **Complementary Support (“M Code)** project supports. However, “D” Code project support is assessed within the **annual ceiling of TL30,000 (VAT included)**, regardless of the first 3 project years of the project director.
- h. Standard (“P” Code) or Doctorate (“D” Code) projects submitted after the termination of the Start-Up project are assessed within the **annual ceiling of TL30,000 (VAT included)**, regardless of the first 3 project years of the project director.
- i. Start-Up (“SUP” Code) project applications will be assessed on project basis, within the allocated BAP budget and the free grants of the Ministry of Finance.

### **1.2. Project Support Volume**

Annual project budget support ceiling for Standard (P) and Doctorate (D) projects is determined by BAP Committee every year. The annual budget ceilings for the first 3 years of the “P” or “D” Code project applications of the project director that are to be considered as “Initial Projects” are determined separately. The annual support ceiling for the “Initial Projects” for the year 2013 is determined as TL35,000 (VAT included) and as TL30,000 (VAT included) for the following projects.

The annual project budget ceiling for the BAP-COST (BC) projects is TL30,000 (VAT included) regardless of the first 3 years of the project director.

The total project budget ceiling for the Start-up (SUP) projects is **TL175,000 (VAT included)** regardless of the first 3 years of the project director.

Applications of Complementary Support (M), Multidisciplinary Support (R), Infrastructure (S), Strategic Research in Social Sciences and Humanities Project Support (SBA) and Technologies Application and Development Project Support (TUG) projects are assessed on project basis and within the total reserved BAP budget ceiling. Priority in project assessment and selection are given to the long-term projects that are utmost compliant with the international scientific standards and are capable of creating synergy internal and external to the University.

### **1.3. Doctoral Dissertation Award Support**

BAP Committee grants a Doctoral Dissertation Award every year in order to encourage research activities and to reward young and successful researchers at the start of their career. The dissertation jury applies for the Award, with their justification. For application both the justification of application and “Enstitü Yönetim Kurulu” [Institute Executive Board] decision that the dissertation was accepted should both be submitted. Applications may be made every year until the last day of the second term finals. The plaquets representing the Award are presented to the laureates by the Rector at the

graduation ceremony. Doctoral Dissertation Award is given to one or more dissertations of paramount scientific qualification and unique contribution to scientific literature. In Liberal Arts and Engineering, the condition that the deliverables to have been published or have been accepted for publishing in peer reviewed journals is sought. During evaluation, the number of deliverables (published or accepted to be published until thesis defense), their qualifications, the impact factor of the journals they were published in, references made and the justification of the dissertation jury are taken into consideration. In Social Sciences and Humanities, it is not mandatory that the deliverables to have been accepted for publishing in national or international journals or books, or to have been submitted as a presentation. Nominated dissertations are assessed by two sub-committees elected from the BAP Committee members. BAP Committee makes the decision evaluating the suggestions of the sub-committees.

**“Doktora Tez Ödülü Başvuru Formu”** [Doctoral Dissertation Award Application Form – see Appendix 15] can be reached from **“Boğaziçi Üniversitesi”** [Boğaziçi University] **main page**, under **“Araştırma”** [Research], under **“BAP İdari Koordinatörlüğü”** web sitesi [BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) website], under **“Formlar”** [Forms]. Documents required along with the form are as follows:

- a. “Doktora Tez Ödülü” [Doctoral Dissertation Award] application justification (Should be written by the dissertation jury.);
- b. The decision of acceptance of the dissertation by the Institute Executive Board;
- c. The dissertation itself in hardbound form (should be signed by the thesis supervisor and the thesis jury.);
- d. A copy of each deliverable of the dissertation;
- e. Publication list of the thesis-holder. The name of the publication(s), the authors, the journal(s) it(they) was(were) published in, the index (indices) that the journal(s) is(are) listed under , and the impact factor of the journal(s) should be mentioned in this list.

## **PROJECT APPLICATION PROCESS TO BAP COMMITTEE**

### **1. PROJECT CALL CALENDAR**

“Standard (P)”, “Doctorate (D)”, BAP-COST (BC)” and Start-up (SUP)” type new project applications can be made anytime within a year with no restriction of specific call period or dates.

“Complementary Support (M)” project applications can be made anytime within a year as soon as the external resources are received.

“Multidisciplinary (R)”, “Infrastructure (S)”, “Strategic Research in Social Sciences and Humanities Project Support (SBA)” and “Advanced Technologies Application and Development Project Support (TUG)” project applications are made every year in March-April under the same call.

New project applications are made over the “Bilim İnsanı Portalı” [Scholar Portal] in compliance with the condition: **A faculty member may have maximum two projects; one being a Complementary Support Project (“M” code), the other being a Doctorate Project (“D” code) (BAP-COST project (“BC” code) is an exception).**

## 2. IMPORTANT POINTS TO CONSIDER IN PROJECT APPLICATION PREPARATION

While preparing for the projects, the following points should be taken into consideration:

- a. Research projects are supported for minimum 12 and maximum 36 months. The project year starts following the signing of the project contract and lasts for 12 months.
- b. The system allows you to choose project period as 12-18-24-30-36 months; no other period can be chosen.
- c. In projects exceeding one year, the project director should present the detailed (VAT included) annual budget for each year. However, BAP Committee opens only the budget support for the first year. Budget support for the second and the third years are determined upon the evaluation of it along with the **“Dönem Raporu”** [Term Report] and the **“Gelecek Yıl Bütçe Talebi”** [Following Year Budget Request] submitted to the system by the director.
- d. A faculty member may have maximum two projects; one being a Complementary Support Project (“M” code), or being a Doctorate Project (“D” code) (BAP-COST project (“BC” code) is an exception). The second project proposal of a Faculty member who has an ongoing project and the second project of a researcher who has made more than one research proposal in the same term is supported in case they are relevant to the doctorate projects in departments that offer doctoral programs and master’s theses in departments that do not offer doctorate programs. Master students are expected to have finished their course load, ready at the thesis stage and doctoral students are expected to have passed the comprehensive exam, ready at the dissertation stage. These projects are given the code **“D”**. A student who has passed the comprehensive exam cannot be given more than one **“D”** project at a time related to his research, and this project may not exceed two years. A second **“D”** code project can be made with a doctoral student during his doctoral study period only under the condition that they are not simultaneous. It is possible to make two different **“D”** code projects with two different students. Directors who make **“M”** code Complementary Support Projects can as well be directors in **“P”, “D”, “R”, “S”, “SBA”, “TUG”, “BC”,** or **“SUP”** coded projects.
- e. In case human beings are used as test subjects in research projects, the consent of the test subjects or their custodians must be received with no pressure imposed. As the research project is submitted to BAP Committee for support, it is simultaneously submitted to the **“Boğaziçi Üniversitesi İnsan Araştırmaları Etik Kurulu”** [Boğaziçi University Human Testing Ethics Committee] and for other issues, to the related ethics committee (**“Dış İlişkiler Etik Kurulu”** [External Relations Ethics Committee], **“Çevre Etik Kurulu”** [Environmental Ethics Committee], **“Kurumsal Hayvan Deneyleri ve Bakımı Etik Kurulu”** [Institutional Animal Testing and Care Ethics Committee]) for approval. Support decision finalizes only after the approval of the relevant ethics committee is received and the approval document is uploaded to the system.
- f. At the stage of preparation of the Project Request List, in case international procurement is necessary and definite, budget for customs and the like should be added at a certain ratio to the cost of goods in TL that is calculated by the conversion made based on the exchange rate on the mentioned date. For import costs for USD 5,000 and less, a budget of 24% + USD 600; for costs in USD 5,000 – USD 50,000 interval, a budget of 35%; for import costs over USD 50,000, a budget of 25% and for custom-free imports (like software downloaded from the Internet etc.) a budget for 10% should be added to the cost of goods prior to the submission of the project.
- g. VAT should be included in the requested budgets.

- h. Temporary staff or people who are not already employed at the University on salary basis may be employed as surveyors.
- i. Unless the Project Term Report is submitted and additional time is requested by the director in 3 months following the termination of the project period, the new requests relevant to the project (additional time, additional budget, section transfer, travel support, amendment requests etc.) will not be taken into consideration by the BAP Committee; the residual grant will not be available to utilization and no transactions will be open to execution on the Bilim İnsanı Portalı [Scholar Portal]. At the end of these 3 months, it is expected that the Final Report of the related project be submitted.
- j. Starting with the 2009 Fiscal Year, grants that are allocated will be available through the project period and it is mandatory that they be in accordance with the Project Calendar. Project grants are automatically transferred to the following year.
- k. The budgets of projects that are approved for time extension by BAP Committee because of compelling reasons may be automatically extended to the following year like the project itself.
- l. For financial support provided for the deliverables like papers, books, theses etc., it is necessary to make referral to the Boğaziçi University Scientific Research Projects (BAP) by the related project code. Papers not referred to with project codes are not considered as products. Utmost importance should be given to referring to master's theses and doctoral dissertations likewise i.e., with the project code and submitting a copy of these written products (only the cover, the table of contents and the acknowledgement pages for the theses) to the BAP Committee. Referrals are closely reviewed in the following project period at the stage of project assessment.
- m. Publications like journals and the like are not purchased and postal service costs are not covered for in the projects.
- n. Lying within the range of the project support ceiling, only one researcher can be employed per project. **It is not allowed to employ more than one research personnel per project.**
- o. At the stage of project preparation, only the grants necessary for the domestic field studies (and for international studies, if essential) are requested under the **"Yolluk Giderleri"** [Travel Allowance] item under the **"Proje Talep Listesi"** [Project Request List]. Download the **"Arazi/Saha Çalışması Bilgi Formu"**[Fieldwork Information Form](see Appendix 14), fill it in and upload to the system clicking **"Gözet"** [Review] button. (Detailed information about travel allowance may be found under heading **"5.1.6.5 Travel Allowance Request Item"**.) Foreign travel allowance for participating scientific meetings should not be included. (Detailed information about support for participating scientific meetings may be found under **"Proje Talepleri"** [Project Requests] heading under **"Seyahat Ek Bütçe Talebi"** [Additional Travel Budget Request].
- p. No support is provided to attend summer schools.
- q. For foreign fieldwork longer than 1 month, firstly, permit must be received from the Üniversite Yönetim Kurulu (ÜYK) [University Executive Board]. A copy of the permit must be submitted to BAP Committee.
- r. If the project director has called for employing a researcher; the qualification, the name and the surname, the period he/she will work, his/her contribution to the project, the job definition, the justification and the gross cost of the project should have been pre-determined. (Detailed information regarding the principle and the procedures for employing a research personnel support may be found under **"Personel Çalıştırma Talep Kalemi"** [Personnel Employment Request] item under **"Proje Başvurusunun Hazırlanması ve BAP Komisyonuna İletilmesi"** [Preparation of the Project Application and Submission to BAPCommittee] section.

### 3. REGISTRATION AND ACCESS TO THE “BİLİM İNSANI PORTALI” [SCHOLAR PORTAL]

Starting with the year 2010, BAP Committee accepts the new project applications online through the system over the “Bilim İnsanı Portalı ve Yaşam Döngüsü Uygulaması” [Scholar Portal and Life Cycle Application]. Project directors access the system with their workplace registration numbers and passwords and submit their online project applications to BAP Committee for review following the new project application steps.

System can be accessed through Boğaziçi University website main page, under the “Bilim İnsanı Portalı” [Scholar Portal] menu, under “Araştırma” [Research] heading or through <http://bap.boun.edu.tr>.

First of all, registration to the system should be completed. For this, click on the button saying “Uygulamaya İlk Kez Girmek İçin Tıklayınız” [Click on the Button to Access the Application for the First Time], write down your “Kurum Sicil No” [Workplace Registration Number] and “T.C. Kimlik/Pasaport No” [Turkish ID No./Passport No] and confirm if what you see on the screen is correct. Later on, system can be accessed by using the “Kurum Sicil No” [Workplace Registration Number] as username and “T.C. Kimlik/Pasaport No.” [Turkish ID No./Passport No.] as password. Post-docs can access the system after they are identified to the system by BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü). To change the password, use the “Bilim İnsanı” [Scholar] tab, “Diğer” [Other] menu and “Şifre Bilgilerim” [My Password Information] link.

Detailed information about what transactions can be done using the “Bilim İnsanı Portalı ve Yaşam Döngüsü Uygulaması” [Scholar Portal and Life Cycle Application] other than project application are given under the same heading.

### 4. PROGRESSION TO PROJECT APPLICATION STEPS

You may fill in the mandatory data by following these steps:

Click on “Bilim İnsanı” [Scholar] tab “Bilgiler” [Information] menu “Kimlik Bilgilerim” [My ID Info.] “İletişim Bilgilerim” [My Contact Info.] “Eğitim Bilgilerim” [My Education Info.] and Click on “Akademik Faaliyetler” [Academic Activities] menu “Yayınlarımlarım” [My Publications] - (+ekle link) [by using +add link] “Araştırma Alanlarımlarım” [My Research Fields] and Click on “Projelerim” [My Projects] tab “Yeni Proje Başvurusu İçin Tıklayınız” link [Click for New Project Application] (this link is on the upper left hand side of the screen) “Başvuru Adımlarına Geçiş” [Progression to Application Steps]

[New Project Application Steps] (cannot be accessed without filling in the mandatory information.)

### 5. PREPARATION OF THE PROJECT APPLICATION AND ITS SUBMISSION TO THE BAP COMMITTEE

Project application can be made by following these steps:

Click “Proje Başvuru Adımları Menüsü” [Project Application Steps Menu] and fill in “Genel Bilgiler” [General Info.] “Proje Özeti” [Project Summary] “Anahtar Sözcükler” [Keywords] “Proje Ekibi” [Project Team] “Proje Takvimi” [Project Calendar] “Proje Talep Listesi” [Project Request List] and Click “Proje Metni” [Project Proposal] “Formlar” [Forms] (select and download the proposal relative to the project type, fill it in and upload to the system by clicking “Gözet” [Review] button.

## 5.1. General Information

This field is filled in as follows:

First select the Project Support Type; then fill in the name of the project, (if there is one) volume of resources acquired from other companies/institutions (mandatory for "M" code projects), project period, whether test subjects are going to be used or not in the project and the other fields that are relevant to the selected project support type (for doctorate projects; stating the name and the surname of the student who has passed the comprehensive exam in departments that offer doctoral programs and in departments that do not offer doctorate programs, stating the name and the surname of the student who has finished the course load and is ready at the master's thesis stage are mandatory.)

"Proje Süresi" [Project Period] can be minimum 12 and maximum 36 months. Starting with the year 2013, the system allows you to choose project period as 12-18-24-30-36 months; no other period can be chosen. The budget is decided accordingly for the last 6 months if the project period is 18 or 30 months. The project year starts following the signing of the project contract and lasts for 12 (twelve) months. In case it is deemed necessary to change the project period, the amendment should be made before passing further to the "Proje Talep Listesi" [Project Request List] step. It is not possible to change the project period after filling in the Project Request List. It is necessary that the Project Request List be deleted, the project period amendment be made and the request list be filled again.

In "Proje Süresi" [Project Period] field, the total budget to be requested from BAP cannot be entered manually. The amount entered during the preparation of "Proje Talep Listesi" [Project Request List] step will automatically reflect to this field. Budget can be entered manually only in the field of "Diğer Kaynaklar" [Other Resources] (if there is any other support).

In case human beings are used as test subjects in the project, approval of "Boğaziçi Üniversitesi İnsan Araştırmaları Etik Kurulu" [Boğaziçi University Human Testing Ethics Committee] and for the other issues, relevant ethics committee's approval is sought. Support decision finalizes only after the approval of the relevant ethics committee is received. "Etik Kurulu Onayı" [Ethics Committee Approval] uploading field activates only after "Evet" [Yes] box is selected and the approval is uploaded to the system by clicking the "Göz At" [Review] button.

After finishing all these steps and clicking on the "Kaydet" [Save] button "Proje Başvuru Taslağı" [Project Application Draft] becomes created. You may reach your project application draft by clicking on "Projelerim" [My Projects] tab / "Proje Destek Türü" [Project Support Type] / "Proje Başlığı" [Project Heading], respectively.

### 5.1.1. Project Summary

The project summary in "Türkçe" [Turkish] and İngilizce" [English] are written in this field.

### 5.1.2. Project Proposal

The template is downloaded to the computer by clicking on "Formlar" [Forms] link (next to the "Göz At" [Review] button) and selecting "Proje Metni" [Project Proposal in Turkish or English (see Appendix 1-2-3-4-5-6-7-8-9) depending on the "Proje Destek Türü" [Project Support Type] and uploaded back to

the system after filling in by using the “Göz At” [Review] button. Then it is saved by selecting “Kaydet” [Save] button.

### 5.1.3. Keywords

At least two keywords should be filled into this field. Keywords are added to the project application by using the main and/or the sub fields by clicking on “Anahtar Sözcükler Ekle” [Add Keywords] button and finally “Ekle” [Add] button. The keyword selected from the field in Turkish and added by clicking on “Ekle” [Add] button reflects automatically to the field in English. Starting from the third keyword field, data are entered manually in Turkish and in English. After completion, the data must be saved by clicking on “Kaydet” [Save] button.

### 5.1.4. Project Team

Project team is created by using “Personel Veri Tabanından Ekle” [Add from the Personnel Database] link and by clicking on the name/surname of the related personnel under the related faculty/department. If the person to be added to the project team is not available in the personnel database; the researchers that are not available in the personnel database, the researchers from other outside institutions and graduate students may be added manually by clicking on the “Ekle” [Add] button. After completion, the data must be saved by clicking on “Kaydet” [Save] button.

### 5.1.5. Project Calendar

Click on the “Takvimi Düzenle” [Organize the Calendar] link. Add a new line by selecting the “Yeni İş Paketi” [New Job Package] button and fill in the description of the job. Then timeline is created by clicking on the months under the “aylar” [months] column starting from the first month till the last month of the project. To enter a new job and to fill in the period of work, you may click on the “Yeni İş Paketi” [New Job Package] button and create the project calendar. Each created line can be deleted by clicking on the little button under it. Then, click on the “Kaydet” [Save] button.

### 5.1.6. Project Request List

The project year starts following the signing of the contract and lasts for 12 (twelve) months. Starting with the year 2013, the system allows you to choose project period as 12-18-24-30-36 months; no other period can be chosen. The budget is decided accordingly for the last 6 months if the project period is 18 or 30 months. In case it is deemed necessary to change the project period, the amendment should be made before passing further to the “Proje Talep Listesi” [Project Request List] step. **It is not possible to change the project period after filling in the Project Request List. It is necessary that the Project Request List be deleted, the project period amendment be made and the request list be filled again.** For applications for which the project period is defined as 12 months, budget is requested only for the first year. For applications for which the project period is defined as 18-24 months, the budget for the second year and for projects for which the project period is defined as 30-36 months, the project budgets for the second and the third years should be projected in the Project Request List. Budget can not be requested from the BAP Committee for the following years unless they are included in the original Project Request List covering the whole period.

At the stage of preparation of the Project Request List, in case international procurement is necessary and definite, budget for customs and the like should be added at a certain ratio to the cost of goods in TL that is calculated by the conversion made based on the exchange rate at the mentioned date. For import costs for USD 5,000 and less, a budget of 24% + USD 600; for costs in USD 5,000 – USD 50,000

interval, a budget of 35%; for import costs over USD 50,000, a budget of 25% and for custom-free imports (like software downloaded from the Internet etc.) a budget for 10% should be added to the cost of goods prior to the submission of the project.

**“Proje Talep Listesi”** [Project Request List] is made up of the following **“Bütçe Talep Kalemleri”** [Budget Request Items]:

#### **5.1.6.1. Machines and Equipment Procurement Request Item**

Request for procurement of machines and equipment like computers, computer peripheral units (hard-disc, printer, scanner, keypad), construction equipment, magnetic mixer, vacuum pump, pH meter set, image detection device, thermostats, motor pump, heating furnace, vibrator, strain gauge, metal processing machine, recorder, video camera, stepper motor, Quartz basin, optical reader, piston pump, autoclave and for their maintenance expenses should be made under this budget item. For procurement of machines and equipment over TL10,000, technical specifications and proforma invoice should be provided.

#### **5.1.6.2. Software Procurement Request Item**

Request for software and licence procurement should be made under this budget item.

#### **5.1.6.3. Consumer Goods and Materials Procurement Request Item**

Journal paper publishing support (May be requested as **“Ek Bütçe”** [Additional Budget] within the 25% additional budget oranı rate after the signing of the contract. Detailed information about journal paper publishing support may be found under **“Proje Talepleri”** [Project Requests] heading under **“Ek Bütçe Talebi”** [Additional Budget Request]. Request for procurement of all goods and materials which are for consumption like stationery, printing and binding, paper, pen, cleaning materials, disks, CD's, microchips, toners, various lab materials, office supplies, fuel and oil, feed, food and beverage, livestock procurement and care should be made under this budget item. The list of the materials to be purchased (lab materials, various chemicals, other consumption goods list etc.) may be elaborated on and uploaded to the system by clicking on **“Göz At”** [Review] button under the consumption goods pop-up menu.

#### **5.1.6.4. Service Procurement Request Item**

For guest-researcher visit support s(may be requested as **“Ek Bütçe”** [Additional Budget] within the 25% additional budget rate after the signing of the contract. survey and similar services to be given by an R&D company, advertisements, insurance, surveyor, freight costs, photocopy expenses, rental expenses, analysis expenses, cargo handling expenses, archeological excavation expenses should be made under this budget item. The description of the service should be made in detail.

#### **5.1.6.5. Travel Allowance Request Item**

Request for only domestic field studies (and for international studies, if essential) necessary for the project should be made under this budget item. For a fieldwork support, a budget must be requested at the time of the project application with detailed justifications. Download the **“Arazi/Saha Çalışması Bilgi Formu”**[Fieldwork Information Form](see Appendix 14), fill it in and upload to the system clicking **“Gözat”** [Preview] button. In requests to be made to the BAP Committee, the duration of the stay, costs for the daily allowance, the accommodation and the travel, the number of researchers to participate in the fieldwork, their names and surnames, their capabilities, justification of the fieldwork

and its contribution to the project should be mentioned in detail on the form. Graduate students, research assistants and other researchers who take part in the project team may be given travel and daily pay expenses for participation in a domestic fieldwork. For foreign fieldwork longer than 1 month, firstly, permit must be received from Üniversite Yönteim Kurulu (ÜYK) [University Executive Board]. A copy of the permit must be submitted to BAP Committee. No support is provided to attend summer schools. You may ask BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) for assistance about the details of the foreign travel budget to request at the time of project application.

**No daily pay or travel allowance is paid for field studies to be executed within İstanbul city borders. International/domestic travel allowance for participating scientific meetings should not be included. (Detailed information about support for participating scientific meetings may be found in “Proje Talepleri” [Project Requests] heading under “Seyahat Ek Bütçe Talebi” [Additional Travel Budget Request]).**

#### **5.1.6.6. Personnel Employment Request Item**

On Jan.14, 2009, The Ministry of Finance has published the principle and the procedures of the grants differentiated in the budgets of the Institutions of Higher Education related to Scientific Research Projects regarding their transfer to the private budget, their accounting and the running of the private accounts.

Personnel employment is subject to the 2nd subsection of the 6th article of The Principles and the Procedures of Personnel Employment.

In accordance with the “Principles and the Procedures” that are in effect, if personnel employment is projected in BAP project application, it is possible to employ personnel as long as the number, duration and amount mentioned in the personnel employment permit which is assessed **annually** by the BAP Committee are not exceeded. Grant to be allocated for employing personnel in BAP projects is assessed annually by the BAP Committee in a way not to exceed the 20% of the BAP total general budget of the fiscal year.

BAP Committee sets the upper ceilings annually within the frame of the related law and depending on the qualification of the researcher who is to work in the project. In 2013, only graduate students and post doctorate researchers can be employed under the heading of “**Employing Research Personnel**”. The mentioned research personnel may be **employed for maximum 6 years** under SGK (Social Security System).

For the year 2013, the project directors have to set the gross salary of the researcher to be within the ceilings of the project budget; not exceeding the ceilings below:

Year 2013 Salary Ceilings:

- a.** Graduate student: (gross TL 2,000TL / month)
- b.** Post-doc: (gross TL 2.500 / month)

Monthly cost of the personnel salaries to the project are planned in gross figures and net salary payments are made after the legal deductions of about 31% are made. **For example:** The net salary paid to a researcher whose monthly gross cost to the project is planned to be **TL 1.200** is estimated to be net **TL 825** after the legal deductions of about 31%.

Gross salary to be paid to the researcher cannot be under the minimum salary determined by the **“Asgari Ücret Tespit Komisyonu”** [Minimum Salary Determination Committee]. **“Asgari Ücret”** [Minimum Salary] is the law-reinforced **minimum** salary.

- a. Disbursements for research personnel cannot exceed BAP project ceilings.
- b. Although there is no project-basis upper limit for personnel employment grant, the grant cannot exceed the project upper limit approved by the BAP Committee and additional grant cannot be requested for that matter.
- c. Project director must have had projected in the project application that a researcher is to be employed, his/her qualification, name/surname, period that he/she will work for and his/her gross cost to the project.
- d. The contribution of the researcher to the project, his/her job definition, his/her qualification and justification should be clearly stated in the project application.
- e. The researcher to be employed in the project should be not working in a company or institution at the time.
- f. Graduate students and post doctorate fellows of our University may be employed in the projects as researchers; other personnel employment requests will be evaluated by the Committee on project-basis.
- g. Research personnel employment permits and budgets for new project applications are assessed and approved in the first project year.
- h. The project year starts after the signing of the contract and lasts for 12 (twelve) months.
- i. Second and third year research personnel employment requests for projects longer than one year are renewed and evaluated within the budget request of the related years and thus approved.
- j. Personnel employment permits will not be given later for ongoing projects.
- k. Only one research personnel can be employed per project.
- l. The shortest contract period of research personnel in a project is 3 months.
- m. BAP Committee sets the upper ceilings annually within the frame of the related law and depending on the qualification of the researcher who is to work in the project.
- n. Income tax exemption is applied to the post-doc researcher and doctoral student levels.
- o. Research personnel work permit may be provided within the project period, through the service contract.
- p. If personnel whose contract has terminated is needed to be further employed, the justified request that the director makes will be evaluated by the BAP Committee.
- q. In order for the research personnel working in the project to further work in the same project the following year, it should have been approved by the BAP Committee and a grant (within the limits of the budget) should have been allocated.
- r. In order for the transactions and disbursements to be executed in a timely and precise manner, the project director holds the legal responsibility of making the notifications on time.
- s. In **“D”** code projects, doctoral students may be employed under the principles of doctoral student employment. If a researcher other than a doctoral student is requested to be employed in a **“D”** code project, this has to be justified in the the project application. Related requests will be evaluated by the Committee on project-basis.
- t. Researchers with nationalities other than Turkish cannot be employed.
- u. Research personnel to be employed should be living within the borders of Turkey.

After the completion of all the steps, the new project application may be submitted to the BAP Committee by clicking on **“Proje Başvurusu”** [Project Application] button. Project application assessment period begins after the Head of the Department or the Dean/Director completes the approval process in the system.

For further assistance; you may send an e-mail to [“bapdestek@boun.edu.tr”](mailto:bapdestek@boun.edu.tr) address.

## 6. ANNOUNCEMENT OF PROJECT APPLICATION DECISIONS

BAP Committee finalizes the project applications within the framework of reports prepared by reviewers from within and outside of the Committee. The identification of the out-of-Committee reviewer is known only to the Head of the Committee and information about the report is delivered to the members by the Head. All the assessments regarding the project are conducted with academic confidentiality principles.

The evaluation period and the BAP Committee assessment of the project applications take one and a half months on the average.

**“Sözleşmeler”** [Contracts] for the project applications that are decided to be supported are created by the system. Accessing the system with a username and a password, **“Proje Bilgileri”** [Project Information] may be found by selecting the related **“Proje Başlığı”** [Project Heading] under the **“Projelerim”** [My Projects] tab. The contract that is downloaded to the computer, printed and signed by the director is submitted to the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü). The contract signed by the Head of the BAP Committee is uploaded back to the system; now the project earns an ongoing project status.

**For the project applications returned to the project directors for revision;** the status of the related project is reported to the director as **“Komisyon Revizyon Talebi”** [Committee Revision Request]. When project heading is clicked on, the information about the requested revision is found in the **“Komisyon Revizyon Notu”** [Committee Revision Note] available in the left menu.

- a. **If revision is requested on general information, project summary, project proposal, keywords, project team and project calendar pages;** the related field is selected and revised under the **“Proje Başvuru Adımları”** [Project Application Steps] menu and re-submitted to BAP Committee by clicking on the **“Proje Başvurusu”** [Project Application] button.
- b. **If revision is requested in the project application budget;** by clicking on the **“T”** button under the **“Proje Başvuru Adımları”** [Project Application Steps] menu, it is possible to view the request list created at the time of project application but it is not possible to make amendments on the list. Amendments can be made by accessing the window that opens by clicking on **“Not Gönder”** [Send a Note] button which is on the left hand side of the **“T”** button. Amendments are saved by clicking on **“Kaydet”** [Save] button and submitted to the BAP Committee by clicking on **“Proje Başvurusu”** [Project Application] button.

## CONDUCTING THE RESEARCH PROJECTS

The **“Bilim İnsanı Portalı ve Yaşam Döngüsü Uygulaması”** [Scholar Portal and Life Cycle Application] is utilized for processes involving supporting, monitoring, and finalizing the research projects; decisions

to be made by the BAP Committee and all the processes regarding the disbursements. The directors are to follow all the requests -like request slip, advance payment requests, ongoing project requests and personnel employment processes- that they have made on the “Bilim İnsanı Portalı” [Scholar Portal] and the BAP Committee decisions made about these requests, over the system.

Project budget becomes available after the research project support decision and the code number are relayed to the project director over the system and the contract signed. This code number is used in all the transactions regarding the project all through the project period.

## 1. PROJECT BUDGET DISBURSEMENT PROCEDURES

When the project budget becomes available, the director starts purchasing the items approved in the contract. The disbursement procedures are determined depending on the volume of the purchases.

### 1.1. Advance Receiving Process

#### 1.1.1. Receiving Advance

Project directors may request “**Ön Ödeme(Avans)**” [Advance] in order to realize urgent service and material purchases for budget disbursement items like “**Hizmet**” [Service], “**Tüketim**” [Consumption] and “**Makine Techizat**” [Machines and Equipment] that are not attainable by direct procurement. “**İş**” [Work] and “**Yolluk**” [Travel Allowance] advance requests should be made latest 15 days prior to the date of payment. The disbursement documents (the invoice) should bear a date later than the date when the advance is deposited to the trustee’s account.

For the year 2013, it is decided that;

- a. “**Avans Desteği**” [Advance Support] of “**Misafir Araştırmacı Ziyaretçi Desteği**” [Guest Researcher Visit Support] to be increased to TL 5.700 (20% VAT included)
- b. “**İş Avans Tavan Limiti**” [Work Advance Ceiling Limit] to be TL 3,000 (VAT included).

**These steps are followed to submit “Ön Ödeme (Avans) Talebi” [Advance Request] for “Hizmet Alımları” [Service Procurement], “Makine Techizat Alımı” [Machines and Equipment Procurement] and “Yazılım Alımları” [Software Procurement] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. “Click on the “**Proje Başlığı**” [Project Heading] tab under “**Projelerim**” [My Projects].
- b. Open the “**Avans İşlemleri**” [Advance Transactions] menu on the left hand side of the screen, click on the advance slip under the budget item for which the advance is requested.
- c. Click on the “**İlgili Talep Listesi**” [Related Request List] and wait for the page to refresh.
- d. Select the appropriate market option (“**Yurtiçi Alım**” [Domestic Procurement] or “**Yurtdışı Alım**” [Foreign Procurement]).
- e. Enter the name and the surname of the person who will receive the advance.
- f. “Click on the “**Taslak Oluştur**” [Create a Draft] button. Approve the web message coming up in order to save the advance slip.
- g. Download the “**Örnek Teknik Şartname**” [Sample Technical Specifications Form] which now you see on the screen. Revise and save the form. Then upload it to the system by clicking on “**Göz At**” [Review] button.
- h. “Click on the “**Yeni Satır Ekle**” [Add a New Line] button that you see on the screen after saving the advance slip by clicking on **Taslak Oluştur**” [Create a Draft] button, revise and save the “**Detay Listesi**” [Detail List]. Wait to see the detail list as a line on the screen. New lines can be added to the

advance slip by using the **“Yeni Satır Ekle”** [Add a New Line] button. Advance slip should be saved as a whole after the detail list is created and saved.

- i. You may revise the advance slip draft and submit it to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on **“Yeniden Düzenlenebilir”** [Revise], **“İptal edilebilir”** [Cancel] or **“Gönder”** [Send] buttons, by selecting the **“Avans İsteklerini Listele”** [List the Advance Requests] link under **“Avans İşlemleri”** [Advance Transactions Menu].
- j. **“Teknik Şartname Formu”** [Technical Specifications Form] uploaded to the system is then signed and submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

**These steps are followed to submit the “Tüketim Malzemesi Alımı” [Procurement of Consumer Goods] “Ön Ödeme (Avans) Talebi” Advance Request] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on **“Proje Başlığı”** [Project Heading] in **“Projelerim”** [My Projects] tab.
- b. Open the **“Avans İşlemleri”** [Advance Transactions] menu and click on the **“Tüketim Malzemesi Alım”** [Procurement of Consumer Goods] link on the left hand side of the screen.
- c. Select the **“İlgili Talep Listesi Kalemi”** [Related Request List Item] and wait for the page to refresh.
- d. Select the appropriate market option (**“Yurtiçi Alım”** [Domestic Procurement] or **“Yurtdışı Alım”** [Foreign Procurement]).
- e. Enter the name and the surname of the person who will receive the advance.
- f. Click on the **“Taslak Oluştur”** [Create a Draft] button. Approve the web message coming up in order to save the advance slip.
- g. Click on the **“Yeni Satır Ekle”** [Add a New Line] button that you see on the screen after saving the advance slip by clicking on **Taslak Oluştur”** [Create a Draft] button, revise and save the **“Detay Listesi”** [Detail List]. Wait to see the detail list as a line on the screen. New lines can be added to the advance slip by using the **“Yeni Satır Ekle”** [Add a New Line] button. Advance slip should be saved as a whole after the detail list is created and saved.
- h. You may revise the advance slip draft and submit it to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on **“Yeniden Düzenlenebilir”** [Revise], **“İptal edilebilir”** [Cancel] or **“Gönder”** [Send] buttons, by selecting the **“Avans Taleplerini Listele”** [List the Advance Requests] link under **“Avans İşlemleri”** [Advance Transactions] menu.
- i. Click on the **“Malzeme İstem Listesi Formunu Yazdır”** [Print the Consumer Goods Request List] to print the goods list automatically formed by the system based on the content of the detail lists. Then, sign and submit to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

**These steps are followed to submit “Yolluk Giderleri” [Travel Allowance] “Avans Talebi” [Advance Request] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on **“Proje Başlığı”** [Project Heading] in **“Projelerim”** [My Projects] tab.
- b. Open the **“Avans İşlemleri”** [Advance Transactions] menu and click on the **“Yolluk Giderleri”** [Travel Allowance] link on the left hand side of the screen.
- c. Select the **“İlgili Talep Listesi Kalemi”** [Related Request List Item] and wait for the page to refresh.
- d. Enter the name and the surname of the person who will receive the advance.
- e. Enter the advance amount.

- f. Select the travel type in the travel list for which the advance is requested. (As fieldwork is not available in the list, request is made by just filling in the “**Diğer Notunuz**” [Other Notes] field leaving the list blank.) Click on the “**Taslak Oluştur**” [Create a Draft] button.
- g. You may revise and send the travel allowance advance request draft and submit it to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on “**Yeniden Düzenlenebilir**” [Revise], “**İptal edilebilir**” [Cancel] or “**Gönder**” [Send] buttons, by selecting the “**Avans Taleplerini Listele**” [List the Advance Requests] link under “**Avans İşlemleri**” [Advance Transactions] menu.

### 1.1.2. Reimbursement of Advance

Project directors or the person who received the advance should submit the expense documents pertaining to the advance they received under “**Hizmet**” [Service], “**Tüketim**” [Consumption], “**Makine Teçhizat**” [Machines and Equipment] and “**Yolluk Giderleri**” [Travel Allowance] budget disbursement items, to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) attached to the “**Avans Kapatma Formu**” [Advance Reimbursement Form] (see Appendix 16) they filled latest within 20 days after the date advance is received. You may reach “**Avans Kapatma Formu**” [Advance Reimbursement Form] from “**Boğaziçi Üniversitesi**” [Boğaziçi University] main web page / “**Araştırma**” [Research] / “**BAP Mali Koordinatörlüğü**” [BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü)] website.

The residual advance is deposited to the “Strateji Geliştirme Dairesi Başkanlığı Muhasebe Birimi” [Directorate of Strategy Development Office Accounting Unit] cash desk or to “Ziraat Bankası Bebek Şubesi Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri” 52048427-5001 TL account.

Advances received at the end of the fiscal year have to be reimbursed in the last week of December, regardless of the 20-day-period. Procurement and advance ceilings are indicated in the budget act every year, at the beginning of the fiscal year. After they are approved by the Ministry of Finance, the number of trustees and the ceilings are announced. Invoice address for the advance disbursement documents is as follows:

**Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri Bebek/İstanbul**  
**Beşiktaş Vergi Dairesi Vergi No: 179 00 15 446**

### 1.2. Direct Procurement Procedures

Procurements that are within the limits of the annually indicated budget applications are made by the “BAP Satın Alma Müdürlüğü” [BAP Procurement Department Directorate] The direct procurement ceiling for the year 2012 is **TL 43,200 +VAT. (The ceiling for 2013 will be announced after it is set by the Ministry of Finance.)**

It is necessary to prepare a request slip over the “Bilim İnsanı Portalı” [Scholar Portal] in order to make purchases by direct procurement. In Machines and Equipment, Service [Technical Specifications], and [Consumer Goods Request List] procurement, the “**Teknik Şartname/ Malzeme İstem Listesi**” [Technical Specifications Form] / [Consumer Goods Request List] signed by the project director should accompany the request slip.

Brands and models may be specified in the request slip however they should not be mentioned in the Teknik Şartname ve Malzeme İstem Listesi [Technical Specifications and Consumer Goods Request List].

The invoice and the goods should not be received from the companies before the request slip is submitted to and approved by the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) over the “Bilim İnsanı Portalı” [Scholar Portal].

### **1.3. Tender Procedures**

Requests that are **exceeding** the “**Doğrudan Temin**” [Direct Procurement] limit for the year 2012 that is specified in the budget applications as **TL 43,200 +VAT** are subject to “**ihale**” [Tender]. **(The limit for 2013 will be announced after it is set by the Ministry of Finance.)**

The year 2012 tender limit with “**Pazarlık Usulü**” [Negotiated Tendering] is **TL 432,300 +VAT**, the rest is actualized by “**Belli İstekliler Arasında**” [Tender to Predetermined Bidders] process. **(The limit for 2013 will be announced after it is set by the Ministry of Finance.)**

The project director submits the “**Teknik Şartname / [Technical Specifications Form]** (in machines and equipment and service procurement) / **Malzeme İstem Listesi**” [Consumer Goods Request List](in consumption procurement) and their attachments along with the request slip that he/she prepares over the “**Bilim İnsanı Portalı**” [Scholar Portal] that are signed with wet signature, to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) .

### **1.4. Foreign Procurement (Letter of Credit)**

For foreign procurements, the “**Piyasa**” [Market] option in the request slip should be selected as “**Yurt dışı**” [Foreign] and the request slip should be prepared in “**TL**”. Depending on its relation to the request slip either “**Teknik Şartname**” [Technical Specifications Form] (in machines and equipment, and service procurement) or **Malzeme İstem Listesi**” / [Consumer Goods Request List] (in consumption procurement) is prepared. It is necessary to get proposals (proforma invoices) from two foreign companies apart from the one from which the purchase is to be made. If it is not possible to provide the two other proposals, a letter with justification should be prepared to explain the reason for preferring that specific company. Proforma invoice/ invoice and its translation in Turkish, signed by wet signature should be submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

#### **Mandatory information that should be available on the Proforma Invoice/Invoice is:**

- a.** The invoice address should be “**Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri Bebek/İstanbul**”. The ones prepared in a person’s or a department’s name will not be processed.
- b.** It should include the same definition mentioned as the goods approved by the Committee.
- c.** Terms of foreign sales/dispatch option should be indicated:
  - c.1.** C.I.F. Cost, Insurance and Freight
  - c.2.** C.F.R. Cost and Freight (indicating cost of goods+shipping port and place of destination)
  - c.3.** F.O.B. (Free on Board) the sales terms are; the expenses up to the crane that approaches at the board mentioned in the term belong to the seller and the rest after belongs to the buyer.
- d.** The bank information that the transfer is to be made should be indicated.

In the software procurement to be downloaded from the Internet, in case it is definite that it is not subject to customs, transfer to the invoice is realized much more quickly.

The project director is accountable for the whole communication with the foreign company from which the request is made.

## 2. PROJECT BUDGET DISBURSEMENT ITEMS

BAP budget items table (see Appendix 17), the related disbursement principles and steps for preparing a request slip over the “Bilim İnsanı Portalı” [Scholar Portal] are given below in detail:

**All the requests that pertain to the same economic code system and can be purchased from the same company** should be organized under one request slip. If necessary, along with the products requested, the brands and models of the goods and the company contact details may be written in the “Diğer Notunuz” [Other Notes] field in the various “İstek Fişi” [Request Slips]. However, **the brands and the models of the goods requested should not be mentioned** in the “Teknik Şartname / Malzeme İstem Listesi” [Technical Specifications Form] / [Consumer Goods Request List]. In the technical specifications, the quantity and the specifications should be written in detail and be signed by the project director. As many as technical details pertaining to more than one good should be listed in one technical specification form.

### 2.1. Service Procurement Disbursement Items

Guest researcher visit support, research and the like to be made by a research company, advertisement, insurance, freight, photocopy expenses, rental expenses, analyses expenses, cargo handling expenses are covered by this section.

**These steps are followed to submit “Hizmet Alımları” [Service Procurement] “İstek Fişi” [Request Slip] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “Proje Başlığı” [Project Heading] in “Projelerim” [My Projects] tab. Open the “İstek Fişi İşlemleri” [Request Slip Transactions] menu on the left hand side of the screen, click on the disbursement item for which the request slip is requested.
- b. Select the “İlgili Talep Listesi Kalemi” [Related Request list Item] and wait for the page to refresh.
- c. Select the appropriate market option (“Yurtiçi Alım” [Domestic Procurement] or “Yurtdışı Alım” [Foreign Procurement])
- d. “Click on the “Taslak Oluştur” [Create a Draft] button. Approve the web message coming up in order to save the request slip.
- e. Download the “Örnek Teknik Şartname” [Sample Technical Specifications Form] which now you see on the screen. Revise and save the form. Then upload it to the system by clicking on “Göz At” [Review] button.
- f. Click on the “Yeni Satır Ekle” [Add a New Line] button that you see on the screen after saving the request slip by clicking on “Taslak Oluştur” [Create a Draft] button, revise and save the “Detay Listesi” [Detail List]. Wait to see the detail list as a line on the screen. New lines can be added to the request slip by using the “Yeni Satır Ekle” [Add a New Line] button. Request slip should be saved as a whole after the detail list is created and saved.
- g. You may revise the request slip draft and submit it to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on “Yeniden Düzenlenebilir” [Revise], “İptal edilebilir” [Cancel] or “Gönder” [Send] buttons, by selecting the “İstek Fişlerini Listele” [List the Request slips] link under “İstek Fişi İşlemleri” [Request Slip Transactions] menu.

h. **“Teknik Şartname Formu”** [Technical Specifications Form] uploaded to the system is then signed and submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) .

Detailed information about steps regarding the preparation of service procurement **“Avans Talep Formu”** [Advance Request Form] over the **“Bilim İnsanı Portalı”** [Scholar Portal] may be found under **“Proje Bütçesi Harcama Usulleri”** [Project Budget Disbursement Procedures] heading under **“Ön Ödeme (Avans) Alma”** [Receiving Advance].

### 2.1.1. Employment of Surveyors

The non-permanent staff working in the university who takes part in the research projects as surveyors may be paid on hourly rate under this section. The hourly rate is determined by the BAP Committee based on the worker’s pay per hour set by the Ministry of Finance. **The hourly rate is applied as TL 8 for the year 2013.**

For the payment of surveyors, the spending authority’s approval is needed. A surveyor employment form should be filled for each surveyor every month. The surveyor employment form should be signed by the surveyor and the project director and submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) along with an ID card photocopy and the questionnaire. The surveyors employed should not be employed on a salary basis anywhere else. The payment is made from the grant allocated to the project as the net figure resulting from the deduction of 15% income tax over the gross amount according to subsection 103 of Income Tax Law no.193.

**These steps are followed to submit the “Anketör Çalıştırma Formu” [Surveyor Employment Form] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Proje Başlığı”** [Project Heading] in **“Projelerim”** [My Projects] tab.
- b. Open the **“İstek Fişi İşlemleri”** [Request Slip Transactions] menu on the left hand side of the screen, click on the **“Anketör Çalıştırma”** [Employment of Surveyors] link.
- c. Select the **“İlgili Talep Listesi Kalemi”** [Related Request List Item] and wait for the page to refresh.
- d. Select the appropriate market option (**“Yurtiçi Alım”** [Domestic Procurement] or **“Yurtdışı Alım”** [Foreign Procurement])
- e. Fill in the total pay and the information about the surveyor and the director and click on the **“Taslak Oluştur”** [Create a Draft] button. Approve the web message coming up to save the surveyor employment form.
- f. Download the **“Örnek Teknik Şartname”** [Sample Technical Specifications Form] which now you see on the screen. Revise and save the form. Then upload it to the system by clicking on **“Göz At”** [Review] button.
- g. After saving the surveyor employment form, you may revise the draft and submit it to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on **“Yeniden Düzenlenebilir”** [Revise], **“İptal edilebilir”** [Cancel] or **“Gönder”** [Send] buttons, by selecting the **“İstek Fişlerini Listele”** [List the Request Slips] link under **“İstek Fişi İşlemleri”** [Request Slip Transactions] menu.
- h. After the form is submitted, the **“Anketör Çalıştırma Formu”** [Surveyor Employment Form] that is automatically generated by the system becomes available to be printed, be signed and be submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).
- i. **“Teknik Şartname Formu”** [Technical Specifications Form] uploaded to the system is then signed and submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

## 2.2. Consumer Goods and Materials Procurement Disbursement Item

Journal paper publishing support, stationery, printing and binding, paper, pen, cleaning materials, disks, CD's, microchips, toners, various lab materials (proforma invoice is necessary), office supplies, fuel and oil, feed, food and beverage, livestock procurement and care purchases are made under this section.

**These steps are followed to prepare “Tüketim Malzemesi Alımları” [Consumer Goods Procurement] İstek Fişi [Request Slip] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Proje Başlığı”** [Project Heading] in **“Projelerim”** [My Projects] tab.
- b. Open the **“İstek Fişi İşlemleri”** [Request Slip Transactions] menu on the left hand side of the screen, click on the disbursement item for which the request slip is requested.
- c. Select the **“İlgili Talep Listesi Kalemi”** [Related Request List Item] and wait for the page to refresh.
- d. Select the appropriate market option (**“Yurtiçi Alım”** [Domestic Procurement] or **“Yurtdışı Alım”** [Foreign Procurement])
- e. **“Click on the “Taslak Oluştur”** [Create a Draft] button. Approve the web message coming up in order to save the request slip.
- f. Click on the **“Yeni Satır Ekle”** [Add a New Line] button that you see on the screen after saving the request slip by clicking on **Taslak Oluştur”** [Create a Draft] button, revise and save the **“Detay Listesi”** [Detail List]. Wait to see the detail list as a line on the screen. New lines can be added to the request slip by using the **“Yeni Satır Ekle”** [Add a New Line] button. Request slip should be saved as a whole after the detail list is created and saved.
- g. You may revise the request slip draft and submit it to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on **“Yeniden Düzenlenebilir”** [Revise], **“İptal edilebilir”** [Cancel] or **“Gönder”** [Send] buttons, by selecting the **“İstek Fişlerini Listele”** [List the Request Slips] link under **“İstek Fişi İşlemleri”** [Request Slip Transactions] menu.
- h. The now available consumer goods request form that is automatically generated by the system according to the content of the detail lists should be printed by clicking on **“Malzeme İstem Listesi Formunu Yazdır”** [Print the Consumer Goods List], signed and submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) .

Detailed information about steps regarding the preparation of consumer goods procurement **“Avans Talep Formu”** [Advance Request Form] over the **“Bilim İnsanı Portalı”** [Scholar Portal] may be found under **“Proje Bütçesi Harcama Usulleri”** [Project Budget Disbursement Procedures] heading under **“Ön Ödeme (Avans) Alma”** [Receiving Advance].

## 2.3. Machines and Equipment Procurement Disbursement Item

Disbursement for procurement of machines and equipment like computers, computer peripheral units (hard-disc, printer, scanner, keypad), construction equipment, magnetic mixer, vacuum pump, pH meter set, image detection device, thermostats, motor pump, heating furnace, vibrator, strain gauge, metal processing machine, recorder, video camera, stepper motor, Quartz basin, optical reader, piston pump, autoclave and for their maintenance expenses software and licence purchases are made under this section.

**These steps are followed to submit “Makine Techizat” [Machines and Equipment] and “Yazılım Alımları” [Software Procurement] “İstek Fişi” [Request Slip] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “**Proje Başlığı**” [Project Heading] in “**Projelerim**” [My Projects] tab.
- b. Open the “**İstek Fişi İşlemleri**” [Request Slip Transactions] menu on the left hand side of the screen, click on the disbursement item for which the request slip is requested.
- c. Select the “**İlgili Talep Listesi Kalemi**” [Related Request list Item] and wait for the page to refresh.
- d. Select the appropriate market option (“**Yurtiçi Alım**” [Domestic Procurement] or “**Yurtdışı Alım**” [Foreign Procurement])
- e. “Click on the “**Taslak Oluştur**” [Create a Draft] button. Approve the web message coming up in order to save the request slip.
- f. Download the “**Örnek Teknik Şartname**” [Sample Technical Specifications Form] which now you see on the screen. Revise and save the form. Then upload it to the system by clicking on “**Göz At**” [Review] button.
- g. Click on the “**Yeni Satır Ekle**” [Add a New Line] button that you see on the screen after saving the request slip by clicking on **Taslak Oluştur**” [Create a Draft] button, revise and save the “**Detay Listesi**” [Detail List]. Wait to see the detail list as a line on the screen. New lines can be added to the request slip by using the “**Yeni Satır Ekle**” [Add a New Line] button. Request slip should be saved as a whole after the detail List is created and saved.
- h. You may revise the request slip draft and submit it to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on “**Yeniden Düzenlenebilir**” [Revise], “**İptal edilebilir**” [Cancel] or “**Gönder**” [Send] buttons, by selecting the “**İstek Fişlerini Listele**” [List the Request Slips] link under “**İstek Fişi İşlemleri**” [Request Slip Transactions] menu.
- i. “**Teknik Şartname Formu**” [Technical Specifications Form] uploaded to the system is then signed and submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

Detailed information about steps regarding the machines and equipment procurement “**Avans Talep Formu**” [Advance Request Form] over the “**Bilim İnsanı Portalı**” [Scholar Portal] may be found under “**Proje Bütçesi Harcama Usulleri**” [Project Budget Disbursement Procedures] heading under “**Ön Ödeme (Avans) Alma**” [Receiving Advance].

#### **2.4. Research Personnel Employment Disbursement Item**

Research personnel may be employed in the projects under the condition that it has been approved by the BAP Committee in the project plan. Total personnel payments may not exceed the total BAP project ceilings. Monthly cost of the personnel salaries to the project are planned in gross figures and net salary payments are made after the legal deductions of about 31% are made. **For example:** The net salary paid to a researcher whose monthly gross cost to the project is planned to be **TL 1.200** is estimated to be net **TL 825** after the legal deductions of about 31%.

Gross salary to be paid to the researcher cannot be under the minimum salary determined by the “**Asgari Ücret Tespit Komisyonu**” [Minimum Salary Determination Committee]. “**Asgari Ücret**” [Minimum Salary] is the law-reinforced **minimum** salary to be paid.

##### **2.4.1. Employment Process**

In order to complete the “**SGK Giriş İşlemleri**” [Social Security System (SGK) Entrance Process], the personnel who is going to start work should apply to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in person with an “**İşe Giriş İşlem Formu**” [Employment Process Form] (see Appendix 19) latest 1 (one) day prior to his/her start date metioned in the contract.

The research personnel starts work after signing the “**Belirli Süreli Hizmet Sözleşmesi**” [Fixed Term Service Contract] (See Appendix 18) and submits the below mentioned documents to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) along with the contract:

- a. Photocopy of his/her ID card
- b. Student Certificate
- c. Medical Report (Boğaziçi University Infirmary)
- d. Military Service Deferment Document
- e. Clearance Document from Prosecution Office

#### **2.4.2. Monthly Payment Process**

Monthly payments are deposited to the account of the personnel on the 15th of each month following the one he/she has worked through, after the project director fills in and submits the “**Personel Çalıştırma Aylık Bilgi Formu**” [Personnel Employment Monthly Acknowledgement Form] with wet signature in the first week of each month (between the 1st and the 5th day). The “**Ödenecek Aylık Brüt Ücret**” [Payable Gross Monthly Salary] mentioned in the personnel employment monthly acknowledgement form reflects all the gross cost to the project, i.e., the total payment including tax and SGK contributions.

While filling the salary information form for the first salary payment, the time interval should be entered as to indicate the first day of work and the 14th of that month. The following months until the termination of the contract should include the 1st and the 14th of each month.

The “**Personel Çalıştırma Aylık Bilgi Formu**” [Personnel Employment Monthly Information Form] that is not relayed over the system within the period will not be processed and the SGK exit processes of the personnel will be started automatically.

As Boğazici University is obliged to deposit the contributions of all the SGK workers to the SGK account on a certain day of every month and as it is not possible to add the the SGK contribution debts resulting from the late requests relayed to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) to the total accrued contributions of the University, severe penalties are applied to the contribution debts that are not deposited to the SGK on time.

#### **2.4.3 Termination of the Contract**

Working period starts the day after the completion of the SGK employment process at the earliest (the next business day if it is a weekend/holiday) and terminates automatically on the date mentioned in the contract due to the 8th clause of the research personnel service contract or if one of the below conditions occur:

- a. Ending of the work permit period accepted by the BAP Committee and mentioned in the contract;
- b. Resignation;
- c. Insufficiency of grants originating from cost-cutting measures of the Ministry of Finance;
- d. Compelling reasons (military service or child-birth).

According to the amendments made to the 4th article of the Law no. 5838 and 102nd article of the SGK Law no.5510; the employer who does not report the insurance holder who quits at his/her own accordance, within 10 days after his/her departure is subject to penalty.

Therefore, it is mandatory that the project director reports the quitting personnel to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) before his/her quitting date by a “İşten Çıkış İşlem Formu” [Exit Process Form] (see Appendix 20).

#### **2.4.4. Changing Already-Employed Research Personnel**

In case another personnel is to be employed instead of the already-employed personnel whose working had been approved and who has been working during the allowed period;

- a. For the SGK exit processes to be activated, the resignation petition of the already-employed personnel should be received by the project director and submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) along with the “İşten Çıkış İşlem Formu” [Exit Process Form] latest 10 days before the resignation date.
- b. For the SGK entrance process and the steps in the employment process of the newly employed personnel to be activated, he/she apply to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in person with “İşe Giriş İşlem Formu” [Employment Process Form] (see Appendix 19) latest one day prior to his/her start date.

**These are the steps to follow to submit the [Personnel Employment Monthly Information Form] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “Proje Başlığı” [Project Heading] in “Projelerim” [My Projects] tab.
- b. Open the “Personel Çalıştırma Menüsü” [Personnel Employment Menu] on the left hand side of the screen and upload the “Hizmet Sözleşmesi Formu” [Service Contract Form] to the computer. Fill in, print out and sign the form and submit to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).
- c. Select the “Ay Bilgisi” [Month Information], then click on the “Aylık Bilgi Formu” [Monthly Information Form] link to submit the “Aylık Bilgi Formu” [Monthly Information Form].
- d. Select the “İlgili Talep Listesi” [Related Request List] and wait for the page to refresh.
- e. Enter the information about the research personnel and click on the “Kaydet” [Save] button.
- f. You may revise the monthly information form draft and submit it to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on “Yeniden Düzenlenebilir” [Revise], “İptal edilebilir” [Cancel] or “Gönder” [Send] buttons, by selecting the “İstek Fişlerini Listele” [List the Request Slips] link under “İstek Fişi İşlemleri” [Request Slip Transactions] menu.
- g. The now available “Personel Çalıştırma Aylık Bilgi Formu” [Personnel Employment Monthly Information Form] that is automatically generated by the system after the form is sent should be printed, signed and submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

#### **2.5. Travel Allowance Disbursement Item**

It is stated in the first subclause of the 39th article of the Law no.2547 that “The Faculty are allowed to participate domestic and international scientific meetings like congresses, conferences, seminars etc.; other meetings related to their sciences and professions; doing research and study visits; to be present at the site of research and study without receiving any travel allowance, with the dean’s or

institute/school director's permit up to one week and the Rector's permit up to fifteen days. In cases when it exceeds 15 (fifteen) days or travel allowance is needed or the expenses the study needs has to be covered from the budget of the University or a unit associated with the University, the decision of the related executive board and the Rector's approval is sought."

#### **Content of the Appointment (Görevlendirme) Requests;**

The person appointed, the place of appointment (görevlendirme), the content and the duration of the appointment (görevlendirme), the means of travel, the resources to be utilized to cover for the payments and under which BAP project the requested items will be covered should be stated in the appointment (görevlendirme) requests for attending scientific meetings, in the decision of the related unit's executive board and in the approvals.

#### **Appointment (Görevlendirme) Process Period;**

The person to be appointed applies to his/her unit/department with a "**Davet Mektubu**" [Letter of Acceptance] and a "**Bildiri Özeti**" [Paper Summary]. When he/she gets the affirmative "**Yönetim Kurulu Kararı**" [Executive Board's Decision], he/she applies to the BAP Committee by preparing a "**Seyahat Talebi**" [Travel Request] over the "Bilim İnsanı Portalı" [Scholar Portal]. (Detailed information about preparing a "**Seyahat Talebi**" [Travel Request] for participating scientific meetings over the "Bilim İnsanı Portalı" [Scholar Portal] may be found under "**Proje Talepleri**" [Project Requests] heading under "**Seyahat Ek Bütçe Talebi**" [Additional Travel Budget Request].

"**Rektörün Onayı**" [The Rector's Approval] is received as soon as the BAP Committee allocates the grant. (Detailed information for participating in the scientific meetings by preparing "**Yolluk Giderleri Avans Talep Formu**" [Travel Allowance Advance Request Form] may be found in the "Bilim İnsanı Portalı" [Scholar Portal] under "**Proje Bütçesi Harcama Usulleri**" [Project Budget Disbursement Procedures heading under "**Ön Ödeme (Avans) Alma**" [Receiving Advance]. The letter of appointment (görevlendirme) finally approved by the Rector is submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) via Personnel Department Directorate [Personel Daire Başkanlığı].

**Appointment (görevlendirme) approval should have been received before the travel date.** Each appointment (görevlendirme) requires a separate approval.

One item cannot be covered by more than one resource. For example, the cost of the flight ticket cannot be paid partially from BAP budget and "Rectorate" or "Department" budget. However, it is possible in a travel that the flight ticket is covered by the BAP budget and the daily pay and accomodation are covered by the "Rectorate" budget. Reimbursements from all three resources are subject to presentation of documents and invoices. **Credit card slips or payment information recived by e-mails have no validity.** All the invoices should bear the name of the person appointed. Lump sum invoices have no validity. Travel expenses to places beyond the route mentioned in the letter of appointment (görevlendirme) are not covered.

There are three resources covering for the participation to the scientific meetings. All three operate under the same official rules.

- a. Rectorate Budget
- b. BAP Budget

**c. Department/Institute/School Budgets**

For the year 2013, the BAP Committee has been applying USD 650 ceiling for Europe and nearby countries, USD 1.350 ceiling for the U.S.A. and the distant countries as a contribution to the travel expenses and USD 1,000 ceiling for total daily pay and accommodation expenses and USD 600 ceiling for registration fee expenses.

The items that may be requested from BAP Projects are:

- a. Travel Allowance (Domestic/International)**
- b. Daily Pay-Accommodation Expenses**
- c. Registration Fee**

**2.5.1. Travel Allowance (Domestic/Foreign)**

**2.5.1.1. Domestic Travel Allowances**

Under the condition that it is an international meeting, the travel allowance, registration fee, daily pay and accommodation expenses for participating domestic scientific meetings may be reimbursed. For the reimbursement to be made, letter of participation and the invoice of the registration fee should be presented.

In domestic (out of İstanbul) appointments (görevlendirme) to scientific meetings, essential means of travel is public transportation and only in imperative situations maximum 4 (four) taxi fares (to and from) are reimbursed.

In case the person appointed uses his/her private car, the bus fare cost is reimbursed upon his/her declaration.

For international scientific meetings and fieldwork taking place within İstanbul city borders, daily pay and travel allowances are not reimbursed.

For domestic fieldwork that are projected in the project applications and are necessary for the finalization of the project, the travel allowances and the daily pays may be covered by the BAP budget. In fieldwork, in addition to the domestic travel allowance process, car rental may be utilized in case of need. For car rentals, 3 proposals should be received and in case that is not possible, a "Rayiç Uygunluk Belgesi" [Fair-Rate Document] should be received from the municipality or the drivers' association within the municipal borders of the related city.

**Approvals and Documents to be submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in order to receive Domestic Travel Allowance:**

- a. The decision of the Executive Board of the Faculty/Institute which the applicant is affiliated with;**
- b. BAP Committee's and the Rector's approval;**
- c. If the travel is to be by airway, "by plane" phrase to be added to the approval;**
- d. The actual flight ticket (e-ticket), the actual invoice (if available);**

### **2.5.1.2. Foreign Travel Allowances**

As explained in the Travel Allowance Disbursement Item, appointment (görevlendirme) approval is received by following the request content and appointment (görevlendirme) procedures. When the appointment (görevlendirme) finalizes, for the reimbursement of the allowance, the below listed approval processes should be finalized and the related documents should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) latest within 20 days following the return from the appointment (görevlendirme).

Approvals and documents to be submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in order to receive Domestic Travel Allowance:

- a. The decision of the Executive Board of the Faculty/Institute which the applicant is affiliated with;
- b. BAP Committee's approval and allocation of additional budget to the project over the "Bilim İnsanı Portalı" [Scholar Portal];
- c. Rector's approval;
- d. The actual flight ticket (e-ticket), the actual invoice (if available);
- e. The photocopy of the passport pages with picture and the entrance-exit stamps.

**In foreign appointments (görevlendirme), it is not mandatory to use "Türk Hava Yolları" [Turkish Airlines] flights.** Tickets should be return tickets to the city where the scientific meeting is going to be held. Any kind of plane, train, and bus ticket is valid. In case taxis or car rentals are used in foreign countries, only the airport to hotel, hotel to the meeting site, meeting site to the hotel and hotel to the airport expenses will be paid if they are documented.

### **2.5.2. Daily Pay and Accommodation Expenses**

Daily pay reimbursements are made by the scale indicated in the Travel Expense Law no.6245, and within the ceilings defined by the BAP Committee.

For this reimbursement, the letter of appointment (görevlendirme) approved by the Rector and the photocopy of the passport pages with picture and the entrance-exit stamps should be submitted. No other expense document is requested. Daily pays are reimbursed for the period actually spent abroad within the dates mentioned in the approval and within the ceilings that are defined by the Committee that year.

For the reimbursement of the accommodation, an accommodation invoice should be received for the period spent abroad within the limits of the appointment (görevlendirme) period. In case the daily accommodation cost in the invoice exceeds the projected daily amount by 40%, the 70% of the excess is reimbursed for accommodation. The total amount of reimbursement cannot exceed the BAP ceilings.

### **2.5.3. Registration Fee Expenses (Domestic Courses and Meetings Participation Expense)**

In the related Law it is stated that; "In the reimbursement of the participation expenses of the participants who participate the courses and meetings held by public company and institutions, vocational institutions, organizations and foundations; the letter of appointment (görevlendirme yazısı), the invoice, a document depicting the participation fee in case an invoice is not available, letter of participation are attached to the reimbursement document. The letter of appointment (görevlendirme yazısı) or the approval of the authorized office should be attached to the first reimbursement document of the first reimbursement of the fiscal year".

In case the above mentioned documents are not received from the companies or institutions that are holding the meeting, reimbursement is not made to the appointed persons from the project budget even though they have participated the meeting.

Reimbursement is made against signed actual document prepared in the name of the participant by the organizers of the scientific meeting.

**Approvals and Documents to be submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in order to receive International Scientific Meeting Registration Fee Support:**

- a. The decision of the unit's executive board where the applicant is affiliated with;
- b. BAP Committee's and the Rector's approval;
- c. The actual invoice of the registration fee and its translation in Turkish;
- d. The photocopy of the passport pages with picture and the entrance-exit stamps, if the meeting is abroad

Reimbursement is made following the return from the appointment (görevlendirme) and the submission of the expense documents to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

### **3. PROJECT REQUESTS**

Unless it is really necessary, changes should not be made in the essence, director, team, calendar, budget, distribution of the budget into the sections, the name and the surname information of the personnel to be employed, the working period of personnel and the machines and equipment/consumer goods list of the project. In case there is a need for change in the project, BAP Committee should be informed and approval should be received. **No changes should be made without receiving approval.**

The "Bilim İnsanı Portalı ve Yaşam Döngüsü Uygulaması" [Scholar Portal and Life Cycle Application] is used for processes for supporting, monitoring and finalization of the research projects and the decisions to be made by the BAPCommittee.

#### **3.1. Additional Budget Request**

In project studies, in case of need, in line with the indicated justifications, an additional budget up to 25% of the annual project amount may be allocated. "**Makale Basım Desteği**" [Journal Paper Publishing Support] and "**Misafir Araştırmacı Ziyaret Desteği**" [Guest Researcher Visit Support] requests may be made within the project support ceilings either at the time of project application or as an additional budget request within the 25% additional budget rate while the project is proceeding.

##### **3.1.1. Journal Paper Publishing Support**

Support is made available for publishing of the journal papers, with Boğaziçi University address, derived from the BAP projects, referenced to the related project with the name of Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri (BAP) [Boğaziçi University Scientific Research Projects] and the related code. "**Journal Paper Publishing Support**" is given to the papers published in the journals that are searched in **SCI-E**, **SSCI** and **A&HCI** indices. For journal list, the lists mentioned by the Thomas Reuters Organization indicated in the links below are taken as basis.

**a. SCI-E link adresi**

<http://ip-science.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=D>

**b. SSCI link adresi**

<http://ip-science.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=SS>

**c. A&HCI link adresi**

<http://ip-science.thomsonreuters.com/cgi-bin/jrnlst/jloptions.cgi?PC=H>

In requests to be made to the BAP Committee, the condition that the mentioned **paper is accepted to be published** is sought and the budget request can only be made with **pre-publishing acceptance letter**. Retroactive support for already published papers is not provided.

The mentioned request is made within the project support ceilings either at the time of project application or as an additional budget request within the 25% additional budget rate, **for only once every year** for each ongoing project as **consumption expense**. The support limit is USD 1350 and the support amount is determined by the BAP Committee within this ceiling.

Terms of payment

A request slip is prepared under the request item in the “Bilim İnsanı Portalı” [Scholar Portal]. The payment is transferred against the proforma invoice (prepared in the name of Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri Bebek/İstanbul, with the bank information and the payment amount written on it) received from the publishing company. The actual invoice and the photocopy of the published **paper** are submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) following the actual publishing.

**3.1.2. Guest Researcher Visit Support**

Guest researcher visit support is provided to **one guest researcher, maximum, once a year** for the participation of nationally and internationally eminent scientists to the studies conducted in the projects, to enhance research collaborations and to generate joint publications.

The mentioned request is made within the project support ceilings either at the time of project application or as an additional budget request within the 25% additional budget rate while the project is ongoing as **service procurement**.

**In requests to be made to the BAP Committee, the “Misafir Araştırmacı Ziyaret Desteği Bilgi Formu”** [Guest Researcher Visit Support Information Form] see Appendix 10) must be filled in. **The name and the surname of the researcher to be invited, the relation of his/her research field to the project, the duration he/she will stay, his/her contribution to the project and the expenses expected to be reimbursed should be mentioned in detail on the form** The curriculum vitae of the guest researcher **must accompany the form**.

**a.** The financial transactions related to the requests approved by the BAP Committee are carried out by the **“Hizmet Alım İstek Fişi”** [Service Procurement Request Slip] prepared by the project director.

**b.** The **“Misafir Araştırmacı Hizmet Sözleşmesi”** [Guest Researcher Service Contract] (see Appendix 12) is signed by the guest researcher.

- c. After the service is received, the service fee is **transferred to the bank account of the guest researcher that is indicated by the director in compliance with the type of currency.**

The support ceiling is TL 6,000 and the support amount determined by the BAP Committee within this ceiling.

Terms of payment:

**With the istek fişi [With request slip];** a service procurement request slip is prepared over the “Bilim İnsanı Portalı” [Scholar Portal]. When the visit is over, in order for the transfer to be made to the guest researcher’s account, the following documents should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

**With the avans talebi [With advance request];** at least 15 days prior to the visit date, a service procurement request slip is prepared over the “Bilim İnsanı Portalı” [Scholar Portal]. All the expenses (travel+hotel+daily pay etc.) are reimbursed by the director. When the visit is over, a “**Harcama Pusulası**” [Spending Bill] (see Appendix 13) depicting that the service fee in the amount mentioned in the guest researcher service contract is actually paid to the guest researcher should be signed by both the director and the guest researcher. The spending bill to be used in the advance set-off is submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) along with the following documents:

- a. Rectorate guest researcher visit approval (see Appendix 11)
- b. Guest researcher service contract (see Appendix 12)
- c. Activity work plan
- d. Curriculum Vitae of the researcher
- e. Photocopy of the passport pages with picture
- f. The flight ticket (photocopy)
- g. Harcama pusulası [Spending bill] (see Appendix 13) (to be used in case advance is to be received)

**These steps are followed to request “Ek Bütçe” [Additional Budget] over the Bilim İnsanı Portalı [Scholar Portal]:**

- a. “Click on the “**Proje Başlığı**” [Project Heading] tab under “**Projelerim**” [My Projects].
- b. Click on “**Ek Bütçe Talebi**” [Additional Budget Request] link under **Proje Talepleri**” [Project Requests] menu on the left hand side of the screen.
- c. Select the “**Talep Tipi**” [Request Type]. If additional budget request is to be made for an item under the project request list, select “**Talep Listemdeki Bir Kaleme Ekle**” [Add to an Item in My Request List] and fill in “**Var olan Talepler, Toplam ve Gerekeç**” [Existing Requests, Amount and Justification] fields. If additional budget request is to be made for a new item, “**Yeni Bir Tip Kalemine**” [“To a New Type] is selected, “**Talep Türü, Türü, Gerekeç, Adet ve Birim Fiyatı**” [Request Type, Type, Justification, Quantity and Unit Price] fields are filled and saved by clicking on “**Kaydet**” [Save] button.
- d. Additional budget request is submitted to the BAP Committee by using the “**Yeniden Düzenlenebilir**” [Revise], “**İptal edilebilir**” [Cancel] or “**Gönder**” [Send] buttons, on the “**Talepleri Listele**” [List the Requests] link under the project requests menu.

### 3.2. Travel Additional Budget Request

Travel additional budgets requested and received for participating scientific meetings are assessed separately from the additional budgets (separately from the 25% additional budget rate) received for meeting the project needs. After the foreign travel becomes definite, transportation, registration fee and daily pay-accomodation expenses are covered by travel additional budget.

#### 3.2.1. Scientific Meeting Participation Support

BAP supports the participation to scientific meetings to enable the presentation of the deliverables of the projects that are supported by BAP. The prerequisite to get the support is the existence of a paper that is accepted to be presented in a peer-reviewed international scientific meeting. It is of utmost importance that the deliverables initiating from the BAP Projects that are to be presented in the scientific meetings acknowledge the support of Boğaziçi University Scientific Research Projects (BAP) with reference to the project code. **Travel support is given once in a calendar year, to one person, even if he/she is a director in two projects.** After the foreign travel support becomes definite, transportation, daily pay and accomodation expenses and the registration expenses are covered by additional budget. Travel additional budget is assessed separately from the 25% additional budget.

In the year 2013, contribution to transportation expenses are limited to USD 1.350 for the U.S.A. and distant countries and USD 650 for Europe and nearby countries. The meeting registration fee up to USD 600 and the daily pay and accomodation expenses up to USD 1,000 are covered by the related project.

**BAP does not support the domestic national scientific meetings.** In case a reseracher wants to participate a domestic international scientific meeting, his/her right to participate an international meeting is considered to be exercised.

- a. Other faculty members in the project holding a doctoral degree may receive support from the related project for participating the same scientific meeting only if they have different papers.
- b. Only in “D” code projects, graduate students may receive support for participating scientific meetings only if they are still holding their studentship rights. As the studentship rights finish when the maximum residence time is completed, the student cannot get support participating scientific meetings, however, they can go on working with the project team as the project is ongoing with “D” code. In order for both the director and the graduate student to receive support from the project for participating the same meeting, they should have different papers.
- c. Starting with the year 2012, graduate students working in “D” code projects may be given support for foreign fieldwork. This exclusive support for doctoral students is given only once a year. Doctoral students are not given both travel support for participating scientific meetings and support for foreign fieldwork within the same year.
- d. Only the post-doc researchers who are working as research personnel in the projects may receive support from the project once a year under the condition that they present a paper.
- e. Young faculty members with doctoral degree who have started working as assistant professors or lecturers are given a **foreign travel support for the second time** for 3 years starting from the date they started work -to present papers from their BAP projects, to be listeners, to participate workshops/courses, to develop joint projects and to initiate collaborations- apart from the BAP support given once a year to present papers in international scientific meetings.

- f. If faculty members on “sabbatical” leave want to participate scientific meetings, their travel from the foreign city they are in, to the city where the meeting is held is supported under the condition that the presentation is related to the content of the project. If they want to travel from Turkey, their sabbatical appointment (görevlendirme) should be officially ended and BAP Committee should be informed in writing.
- g. At the project application preparation stage, only grant for domestic (and foreign, if essential) fieldwork necessary for the project studies should be requested from “**Yolluk Giderleri**” [Travel Allowance] field under the “**Proje Talep Listesi**” [Project Request List] step, **foreign travel allowance support for participating scientific meetings should not be included.**

**These steps are followed to submit (Bilimsel Toplantılara Katılım) “Seyahat Talebi” (Scientific Meeting Participation) [Travel Request] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “**Projelerim**” [My Projects] tab and select “**Proje Başlığı**” [Project Heading].
- b. Click on “**Seyahat Talebi**” [Travel Request] link under “**Proje Talepleri**” [Project Requests] menu on the left hand side of the screen.
- c. Fill in the “**Seyahat Formu**” [Travel Form] and save.
- d. Travel request may be submitted to the BAP Committee by using the “**Yeniden Düzenlenebilir**” [Revise], “**İptal edilebilir**” [Cancel] or “**Gönder**” [Send] buttons, on the “**Talepleri Liste**” [List the Requests] link under the “**Proje Talepleri**” [Project Requests] menu.

Detailed information about the steps for preparing scientific meeting participation “**Yolluk Giderleri Avans Talep Formu**” [Travel Allowance Advance Request Form] over the “Bilim İnsanı Portalı” [Scholar Portal] is given under “**Proje Bütçesi Harcama Usulleri**” heading under “**Proje Bütçesi Harcama Usulleri**” [Project Budget Disbursement Principles] in explaining “**Ön Ödeme (Avans Alma)**” [Receiving Advance].

### **3.3. Section Transfer Request**

In case of need, in line with the indicated justifications, amendments can be made in distribution of project budget among sections. However, section transfer request cannot be made from the additional travel budget item given as additional budget for participating domestic and foreign scientific meetings.

**These steps are followed to submit “Fasıl Aktarım Talebi” [Section Transfer Request] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “**Projelerim**” [My Projects] tab and select “**Proje Başlığı**” [Project Heading].
- b. Click on “**Fasıl Aktarım**” [Section Transfer] link under “**Proje Talepleri**” [Project Requests] menu on the left hand side of the screen.
- c. Select the “**Alınacağı Hesap**” [Account to be Debited] and the “**Aktarılacağı Hesap**” [Account to be Credited] of the grant. Fill in the “**Aktarılacak Tutar**” [Transfer Amount] and “**Gerekçe**” [Justification] fields and click on “**Kaydet**” [Save] button.
- d. Section transfer request may be submitted to the BAP Committee by using the “**Yeniden Düzenlenebilir**” [Revise], “**İptal edilebilir**” [Cancel] or “**Gönder**” [Send] buttons, on the “**Talepleri Liste**” [List the Requests] link under the project requests menu.

### 3.4. Amendment Request

This request type is used for any change other than the ones mentioned above (for goods/machines and equipment amendments, director, calendar, project team, limited user authorization request etc.).

#### 3.4.1. Restricted Authorized User Request

After the project application is assessed by the BAP Committee and the project contract is signed, the “**Değişiklik Talebi**” [Amendment Request] is submitted over the “Bilim İnsanı Portalı” [Scholar Portal] for the person who is to be named a restricted authorized user by identifying him/her to the system by filling in the name and the surname, Turkish ID No., e-mail address, his/her department, his/her interest in the project and the justification. After the approval is received, a username and a password are automatically sent to the person who is now identified to the system as a restricted authorized user from the [www.bapdestek@boun.edu.tr](mailto:www.bapdestek@boun.edu.tr) address.

Restricted authorized user makes an access to the “Bilim İnsanı Portalı” [Scholar Portal] by the username and the password provided by the “**Yetkilendirilmiş Kullanıcı Girişi**” [Authorized User Access].

In case it is needed to remove the authorization of the restricted authorized user to operate on the project, the project director sends a “**Değişiklik Talebi**” [Amendment Request] over the system. After the approval is received, his/her project access and operation authorization is removed. Only one user can be authorized for one project. The same person cannot be authorized for accessing another project simultaneously. The project director is authorized for the project application preparation and submitting it to the BAP Committee. Restricted authorized user does not have access to new project application steps from his/her account. The project director is accountable for all the transactions (request, report, request slip, advance etc.) made by the user whom he/she requested authorization for.

**These steps are followed to submit “Değişiklik” [Amendment] and “Sınırlı Yetkili Kullanıcı” [Restricted Authorized User] requests over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “**Projelerim**” [My Projects] tab and select “**Proje Başlığı**” [Project Heading].
- b. Click on “**Değişiklik Talebi**” [Amendment Request] link under “**Proje Talepleri**” [Project Requests] menu on the left hand side of the screen.
- c. Fill in the “**Değişiklik Talebi**” [Amendment Request] and “**Gerekçe**” [Justification] fields and click on the “**Kaydet**” [Save] button.
- d. Amendment request may be submitted to the BAP Committee by using the “**Yeniden Düzenlenebilir**” [Revise], “**İptal edilebilir**” [Cancel] or “**Gönder**” [Send] buttons, on the “**Talepleri Listele**” [List the Requests] link under the project requests menu.

### 4. PROJECT PERIODIC REPORTS

“**Dönem Raporu**” [Periodic Report] (see Appendix 21 for the Template) should be submitted over the system by the end of each year for projects with duration from 18 to 36 months. Periodic reports should include information about the disbursements made during that year, work done, results and the progress of the project. Periodic reports are evaluated by the BAP Committee and successful projects are decided to proceed with. In projects that are over one year, the support projected at the

time of application for the second and the third years do not open automatically. Second and third year supports will be assessed along with the “**Dönem Raporu**” [Periodic Report] and “**Gelecek Yıl Bütçe**” [Following Year Budget] request which the director will submit over the system.

**These steps are followed to submit “Dönem Raporu” [Periodic Report] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “**Projelerim**” [My Projects] tab and select “**Proje Başlığı**” [Project Heading].
- b. Project “**Başlama Tarihi**” [Start Date] is noted.
- c. Click on “**Dönem Raporları Ekle**” [Add Periodic Reports] link under “**Proje Raporları**” [Project Reports] menu on the left hand side of the screen.
- d. Fill in the period start date to be the project start date by picking from the calendar, the year, the month and the day, respectively.
- e. Fill in the period end date by picking from the calendar, the year, the month and the date of the ongoing day, respectively. Click on the “**Rapor Oluştur**” [Create a Report] button.
- f. Click on “**Dönem Raporunun mali veriler ile doldurulmuş şablonunu indirmek için tıklayınız**” [Click on this button to download the template of the Periodic Report filled with financial data] link and download the template to your computer.
- g. First two entries of the template are already automatically filled with the financial data fed from the system. No modifications/changes should be made on these data.
- h. Project improvement report and other information requested from the project director are prepared.
- i. If a report is created, upload the report to the system along with the other deliverables from the research (as a zip/rar file) by using “**Raporları Listele**” [List the Reports] link by clicking on “**Görüntüle**” [Preview] and “**Göz At**” [Review] button. Click on the “**Raporu Kaydet**” [Save the Report] button.
- j. “Click on the “**Raporu Gönder**” [Send the Report] button under “**Raporları Listele**” [List the Reports] link [Send the Report] to submit the periodic report to the BAP Committee.

**These steps are followed for “Dönem Raporu Revizyon” [Periodic Report Revision] transactions over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “**Projelerim**” [My Projects] tab and select “**Proje Başlığı**” [Project Heading]
- b. Click on the “**Raporları Listele**” [List the Reports] link under “**Proje Raporları**” [Project Reports] menu on the left hand side of the screen.
- c. Click on “**Görüntüle**” [Preview] and “**Göz At**” [Review] buttons to download report inscribed with the “**Komisyon Revizyon Talebi**” [Committee Revision Request] under “**Durum** [Status] heading.
- d. “**Komisyon Revizyon Note**” [Committee Revision Note] is right under the “**Komisyon Revizyon Kararı**” [Committee Revision Decision] menu on the upper left hand side of the screen.
- e. **After the updates are made to the report for which the revision is requested**, upload the report to the system along with the other deliverables from the research (as a zip/rar file) by using “**Raporları Listele**” [List the Reports] link under the “**Proje Raporları**” [Project Reports] menu by clicking on “**Görüntüle**” [Preview] and “**Göz At**” [Review] button. Click on the “**Raporu Kaydet**” [Save the Report] button.

- f. Click on the **“Raporu Gönder”** button under **“Raporları Listele”** [List the Reports] link to submit the periodic report to the BAP Committee.

#### **4.1 Following Year Budget Request**

Grants projected for the second and third years which are projected in the project proposal are assessed not automatically but along with the **“Dönem Raporu”** [Periodic Report] upon request. The grants for second and third years and additional time requests are not assessed unless these reports are presented to and approved by the BAP Committee.

**These steps are followed for “Gelecek Yıl Bütçe Talebi” [Following Year Budget Request] transactions over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Projelerim”** [My Projects] tab and select **“Proje Başlığı”** [Project Heading].
- b. Click on the **“Gelecek Yıl Bütçesi”** [Following Year Budget] link under **“Gelecek Yıl Bütçesi”** [Following Year Budget] menu on the left hand side of the screen.
- c. The requests projected for the second and third years at the time of project application pops up in the list that opens. Requests may be revised or deleted by clicking on them.
- d. For unprojected needs at the time of project application, you may make a new request entry by clicking on the **“ikinci yıl”** [second year] or **“üçüncü yıl”** [third year] links at the side of each request item.
- e. Click on the **“Kaydet”** [Save] button to save after entering the following year budget.
- f. Following year budget request may be submitted to the BAP Committee by using the **“Yeniden Düzenlenebilir”** [Revise], **“İptal edilebilir”** [Cancel] or **“Gönder”** [Send] buttons, on the **“Bütçeleri Listele”** [List the Budgets] link on the upper left hand side of the page.

**These steps are followed for “Gelecek Yıl Bütçe Talebi Revizyon” [Following Year Budget Revision] transactions over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Projelerim”** [My Projects] tab and select **“Proje Başlığı”** [Project Heading].
- b. **“Proje Genel Bilgiler”** [General Project Information] screen pops up. You may click on the date and number link bearing the closest date in **“Tutanak Tarihi ve Sayısı”** [Minutes Date and Number] line on this page to get information about the revision.
- c. Open the **“Gelecek Yıl Bütçe”** [Following Year Budget] menu on the left hand side of the screen and click on the **“Gelecek Yıl Bütçe”** [Following Year Budget] link.
- d. Make the entries and save by clicking on the **“Kaydet”** [Save] button.
- e. Click on the **“Bütçeleri Listele”** [List the Budgets] link and **“Görüntüle”** [Preview] button and re-submit the request to the BAP Committee by using the **“Yeniden Düzenlenebilir”** and **“Gönder”** [Send] buttons.

#### **4.2. Additional Time Request**

It is essential that the grants allocated to the project be used within the project duration and the unused grants may be transferred to the following year within the project period. Starting with the year 2012, unless the project director submits the periodic report and requests time extension within 3 months following the ending of the project duration, new requests regarding the project (additional time, additional budget, section transfer, travel support, amendment requests etc.) will not be

processed by the Committee and it will not be possible to utilize the residual grant and to make transactions about the project.

**These steps are followed to submit “Ek Süre Talebi” [Additional Time Request] over the “Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the “**Projelerim**” [My Projects] tab and select “**Proje Başlığı**” [Project Heading].
- b. Click on the “**Ek Süre**” [Additional Time] link under the “**Proje Talepleri**” [Project Requests] menu on the left hand side of the screen.
- c. Enter the “**İstenen Süre**” [Requested Time] and “**Gerekçe**” [Justification] fields in the page that opens and save by clicking on “**Kaydet**” [Save] button
- d. Click on “**Talepleri Listele**” [List the Requets] link under the project requests list menu and submit the request to the BAP Committee by using the “**Yeniden Düzenlenebilir**” and “**Gönder**” [Send] buttons.

## **5. MOVABLES TRANSACTION SLIP (EQUIPMENT AND OFFICE SUPPLY TRANSACTIONS)**

Devices and equipments bought within the scope of the project which are described as durable movable properties according to the “**Taşınır Mal Yönetmeliği**” [Movables Regulation] are recorded in the University inventory by preparing “**Taşınır İşlem Fişi**” [Movables Transaction Slip] and “**Muayene Raporu**” [Inspection Report].

The recorded movables are made available to the director’s use after preparing a “**Zimmet Fişi**” [Liability Slip] and assigning an inventory number. The priority of use and the accountability of these movables rest with the project director during the project period.

Therefore; both the procurements made by the directors within the scope of the project by receival of advance and the equipment that are bought directly by the BAP Procurement Department should be used after being declared to the movables registration control officer and inspection committee members in our University warehouse.

In case the physical life of the durable movables (devices and equipments) purchased within the scope of research projects and their benefit to the project end or in case the project director leaves the University for any reason, he/she has to transfer all the durable movables that he/she is liable for, to the unit’s/department’s movables registration control officer.

Consumer goods and materials (stationery, chemicals etc.) are to be made available to the project director’s use after inspected and no movables transaction slip will be prepared. However, the director should inscribe “materials listed in the invoice are received by myself” at the back of the invoices and sign them.

## **FINALIZATION OF THE RESEARCH PROJECTS**

The project is finalized when the “**Sonuç Raporu**” [Project Final Report] (see Appendix 22) is presented to and approved by the BAP Committee.

In the final reports and the deliverables (papers, book, thesis, presentation etc.) it is important to acknowledge the project by the project code number and to mention that the project was supported by Boğaziçi University BAP Budget. In case there is no reference, the deliverables may not be considered to be the products of that project.

In addition to the final report relayed over the system, the final report form signed by the project director, a copy of each deliverable and a CD containing all this content should be sent to the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) to be submitted to the BAP Committee.

In all the deliverables originating from the project, including books, it is important to acknowledge the the project **by the project code number** and to mention that the project was supported by Boğaziçi University BAP Committee.

Project final reports are assessed by the BAP Committee and finalized as being evaluated as “successful” or “partially successful”. **Unless the project is finalized, the second project application of the same director is not put into process. (Project final report and the new project application may be simultaneously sent over the system.)**

In research projects where the deliverables may turn out to be software, licence etc., prospective commercial rights rest with the Boğaziçi University BAP Committee. In “Tamamlayıcı Destek” [Complementary Support] projects, contracts that are made with the supporting institution(s) are complied with.

**These steps are followed to submit “Sonuç Raporu” [Final Report] over the Bilim İnsanı Portalı [Scholar Portal]:**

- a. Click on the “**Projelerim**” [My Projects] tab and select “**Proje Başlığı**” [Project Heading].
- b. Click on the “**Sonuç Raporu Ekle**” [Add Final Report] link under the “**Proje Raporları**” [Project Reports] menu on the left hand side of the screen. (In order for the system-generated financial data to reflect on the final report template accurately, do not download the template to the computer before the disbursement transactions are completed even though the project period has ended.)
- c. Tick the “BAP Mali Koordinatörlüğü ile iletişim kurarak harcamalarla ilgili işlemlerin tamamlandığı bilgisini edindim” [I have contacted BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) and was informed that the financial transactions regarding the disbursements were completed] box. The template cannot be downloaded to the computer unless this box is ticked.
- d. Click on “**Sonuç raporunun mali veriler ve proje bilgilerini kapsayan şablonunu indirmek için tıklayınız**” [Click to download the final report template containing the financial data and project information] link and download the report template to the computer.
- e. First two entries of the template are already automatically filled with the financial data fed from the system. No modifications/changes should be made on these data.
- f. Project progress report and other information requested from the project director are prepared.
- g. If a report is created, upload the report to the system along with the other deliverables from the research (as a zip/rar file) by using “**Raporları Listele**” [List the Reports] link by clicking on “**Görüntüle**” [Preview] and “**Göz At**” [Review] button. Click on the “**Raporu Kaydet**” [Save the Report] button.

- h. “Click on the **“Raporu Gönder”** [Send the Report] button under **“Raporları Listele”** [List the Reports] link [Send the Report] to submit the periodic report to the BAP Committee.
- i. Report uploaded to the system is signed by the project director and sent to the **BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü)** along with the deliverables (if there are any) and a CD containing all this content to be submitted to the BAP Committee.

**These steps are followed for “Sonuç Raporu Revizyon” [Final Report Revision] transactions over the Bilim İnsanı Portalı” [Scholar Portal]:**

- a. Click on the **“Projelerim”** [My Projects] tab and select **“Proje Başlığı”** [Project Heading]
- b. Click on the **“Raporları Listele”** [List the Reports] link under **“Proje Raporları”** [Project Reports] menu on the left hand side of the screen.
- c. Click on **“Görüntüle”** [Preview] and **“Göz At”** [Review] buttons to download report inscribed with the **“Komisyon Revizyon Talebi”** [Committee Revision Request] under **“Durum** [Status] heading.
- d. **“Komisyon Revizyon Note”** [Committee Revision Note] is right under the **“Komisyon Revizyon Kararı”** [Committee Revision Decision] menu on the upper left hand side of the screen.
- e. After the updates to the report for which the revision is requested are made, upload the report to the system along with the other deliverables from the research (as a zip/rar file) by using **“Raporları Listele”** [List the Reports] link under the **“Proje Raporları”** [Project Reports] menu by clicking on **“Görüntüle”** [Preview] and **“Göz At”** [Review] button. Click on the **“Raporu Kaydet”** [Save the Report] button.
- f. Click on the **“Raporu Gönder”** button under **“Raporları Listele”** [List the Reports] link to submit the periodic report to the BAP Committee.
- g. Revised report uploaded to the system is signed by the project director and sent to the **BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü)** along with the deliverables (if there are any) and a CD containing all this content to be submitted to the BAP Committee.

## **SCHOLAR PORTAL AND LIFE CYCLE APPLICATION**

BAP Committee accepts the new project applications online over the “Bilim İnsanı Portalı ve Yaşam Döngüsü Uygulaması” [Scholar Portal and Life Cycle Application] system.

Project directors access the system with their workplace registration numbers and passwords and submit their online project applications to BAP Committee for review following the new project application steps.

### **1. ACCESS TO THE SYSTEM**

System can be accessed through Boğaziçi University website main page, under **“Bilim İnsanı Portalı”** [Scholar Portal] menu, under **“Araştırma”** [Research] heading or through <http://bap.boun.edu.tr>.

### **2. REGISTRATION TO THE SYSTEM**

In the “Bilim İnsanı Portalı” [Scholar Portal], click on the button saying **“Uygulamaya İlk Kez Girmek İçin Tıklayınız”** [Click on the Button for Accessing the Application for the First Time], enter your **“Kurum Sicil No”** [Workplace Registration Number] and **“T.C. Kimlik/Pasaport No”** [Turkish ID No./Passport No] and confirm if what you see on the screen is correct. Later on, system can be accessed by using the **“Kurum Sicil No”** [Workplace Registration Number] as username and **“T.C.**

**Kimlik/Pasaport No.”** [Turkish ID No./Passport No.] as password. Graduate researchers can access the system after they are identified to the system by “BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü)”.

### **3. USER TABS**

#### **3.1 SAYFAM [MY PAGE] TAB**

This is the first screen that comes up after the system is accessed with a username and a password. Manual or automatic messages regarding the projects may be read and messages to the BAP Unit may be sent by this screen. Besides, under “**Önemli Duyurular**” [Important Announcements], announcements from the BAP Committee Chairmanship to the project directors and all the procedural steps to be followed on the system regarding the ongoing projects are made available.

#### **3.2. BİLİM İNSANI [SCHOLAR] TAB**

As all the information entered to the fields in the menus are to be used in the preparation of “**Bölüm/Birim Faaliyet Raporları**” [Department/Unit Activity Reports], the faculty members are requested to enter these data accurately into the system once and for all.

##### **3.2.1. Bilgiler Menüsü [Information Menu]**

Under this menu, it is requested that the identification information, contact information, education information, institution information and foreign languages information are entered and the system generated automatic data checked.

When the “**Bilgilerimin YÖKSİS’e akatırılmasını onaylıyorum**” [I approve the transfer of my information to YÖKSİS] box is ticked under the “**Kimlik Bilgilerim**” [My Identification Information] menu and “**Kaydet**” [Save] button is clicked; all journal and conference papers, projects, conferences participated, business experiences, foreign languages information, and entries regarding the courses are transferred to YÖKSİS. The integration between the two systems works one-way. Manual data entry, data deletion and amendments made by YÖKSİS do not appear in the system. The data entered to the system and YÖKSİS fields are updated regularly on monthly basis. If the faculty members who have not ticked that box as of then, tick the box in a further date, their information are transferred to YÖKSİS during following month’s transfer.

##### **3.2.2. Mesleki Deneyimler Menüsü [Professional Experiences Menu]**

Under this menu, it is requested to enter information regarding academic experiences, committee/council memberships within and out of university, out-of-university scientific institution experiences, out-of-university administrative duties and institution/committee/council /organization experiences.

##### **3.2.3. Akademik Faaliyetler Menüsü [Academic Activities Menu]**

Under this menu, it is requested to enter information regarding publications, projects, reviewer duty in projects, licence/utility model and graduate theses (by using the add link), awards received, graduate fellowships, editing duty in journals, reviewer in journals, reserach fields and course load.

There is a “**BUVAK**” button on the left hand side of each publication that are entered to “**Makaleler**” [Journal Papers] and “**Kitaplar**” [Books] tabs under Akademik Faaliyetler [Academic Activities] menu. When the button is ticked, a “**Yayın Bilgi Formu**” [Publication Information Form] opens for the very

publication. This form contains general information about the author and the publication. Going forward, this button will be activated to enable application for publication support to BUVAK.

### **3.2.4. Bilimsel Toplantılar Menüsü [Scientific Meetings Menu]**

Under this menu, it is requested to enter information regarding meetings organized, meetings participated and seminars organized.

### **3.2.5. Diğer Menüsü [Other Menu]**

Password is changed under this menu by using “Şifre Bilgileri” [Password Information] field. “Not Defteri” [Notepad] may also be used to take notes about projects.

### **3.2.6. Özgeçmiş/Faaliyet Raporu Menüsü [Curriculum Vitae /Activity Report Menu]**

#### **3.2.6.1. Özgeçmiş Butonu [Curriculum Vitae Button]**

All the fields that are entered in the “Bilim İnsanı Sekmesi” [Scholar Tab] may be viewed as a CV file and can be uploaded to the computer.

#### **3.2.6.2. Kişisel Faaliyet Raporu Butonu [Personal Activity Report Button]**

When the “Raporla” [Show the Report] button is ticked after filling in the report period “Başlangıç Tarihi” [Start Date] and “Bitiş Tarihi” [End Date] by picking from the calendar, the year, the month and the day, respectively; the personal activity report file can be viewed and uploaded to the computer.

### **3.2.7. TR InCites Sistemi [TR InCites System]**

With the decision of “Boğaziçi Üniversitesi Araştırma Politikaları Danışma Kurulu” [Boğaziçi University Research Policies Advisory Board], as a result of studies conducted with Thomson Reuters (TR) company for performance analysis of institutional publications on discipline basis, the publications with the Boğaziçi University address included in the scientific citation indexes between 1981 and 2010 are within reach and performance analysis of institutional scientific publications is possible through TR InCites system. Data newly added to the database are updated every three months and are available online. The usernames and passwords to access this system are identified to the system in the name of department heads and it is open to all users in the departments.

## **3.3. PROJELERİM SEKMEİ [MY PROJECTS TAB]**

To progress with project application steps; click on “Yeni Proje Başvurusu İçin Tıklayınız” [Click for New Project Application] link on the upper left hand side of the screen and click on “Başvuru Adımlarına Geçiş” [Progression to Application Steps] button down the page.

**Then; Click on “Bilim İnsanı” [Scholar] tab “Bilgiler” [Information] menu “Kimlik Bilgilerim” [My ID Info.] “İletişim Bilgilerim” [My Contact Info.] “Eğitim Bilgilerim” [My Education Info.] and Click on “Akademik Faaliyetler” [Academic Activities] menu “Yayınlarımlarım” [My Publications] - (+ekle link) [by using +add link] “Araştırma Alanlarımlarım” [My Research Fields]**

My projects tab consists of nine sub-tabs based on the project types. All the ongoing, finalized, cancelled and draft-stage projects may be found under these sub-tabs.

### 3.4. HAKEMLİKLERİM SEKMESİ [MY REVIEW ASSIGNMENTS TAB]

All the BAP project assessment processes are conducted electronically. When the project applications for out-of-committee reviewer assessment are assigned to faculty members from within the University by the BAP Committee Chairmanship, a system message for relaying information and e-mail regarding the reviewer invitation is sent to the reviewer automatically.

The project application number that he/she has to assess is available to the out-of-committee reviewer under the **“Hakemlik Onayı Bekleyen Projeler”** [Projects Awaiting Reviewer’s Approval] menu. After clicking on the project application number and reading the **“Proje Özeti”** [Project Summary], the reviewer may click on **“Kabul Et”** [Accept] if he/she accepts the invitation or **“Reddet”** [Reject] button if he/she does not. When the **“Kabul et”** [Accept] button for review process is selected, the project application goes to **“Proje Listesi”** [Project List] for review and assessment. When the project application number under project list menu is clicked all the information about the project pops up and thus is the review made. To make an assessment, **“Değerlendir”** [Assess] button is selected. In the assessment form that is now available on the screen, criteria, reviewer’s opinion, proposed budget and the assessment result fields are filled. The assessment is submitted to the BAP Committee by clicking on the **“Gönder”** [Send] button down the form. The already assessed project applications may be found under **“Daha Önceki Değerlendirmelerim Menüsü”** [My Previous Assessments Menu].

## GLOSSARY

| Adet                                       | Quantity   |
|--|--|
| Akademik Faaliyetler Menüsü                | Academic Activities Menu                           |
| Aktarılabacak Tutar Alanı                  | "Amount to be Transferred" Field                   |
| Altyapı Proje Desteği (“S” Kodlu Projeler) | Infrastructure Project Support ("S" Code Projects) |
| Anahtar Sözcük Ekle Butonu                 | "Add Keywords" Button                              |
| Anahtar Sözcükler Adımı                    | "Keywords" Step                                    |
| Anketör Çalıştırma                         | Employing a Surveyor                               |
| Anketör Çalıştırma Formu                   | Employing a Surveyor Form                          |
| Araştırma                                  | Research   |
| Araştırma Alanlarım Alanı                  | "My Research Fields" Field                         |
| Araştırmacı Personel Çalıştırma            | Employing a Researcher                             |
| Arazi/Saha Çalışması Bilgi Formu           | Fieldwork Information Form                         |
| Asgari Ücret                               | Minimum Salary                                     |
| Avans İşlemleri Menüsü                     | Advance Transactions Menu                          |
| Avans Miktarı                              | Advance Amount                                     |
| Avans Talep Formu                          | Advance Request Form                               |
| Avans Taleplerini Listele Linki            | "List the Advance Requests" Link                   |
| Avans Tavan Limiti                         | Advance Ceiling Limit                              |
| Avansın Verileceği Kişi Alanı              | "Person to Receive the Advance" Field              |
| Ay Bilgisi Alanı                           | "Month" Field                                      |
| Aylık Bilgi Formu                          | Monthly Information Form                           |
| Aylık Ödeme İşlemleri                      | Monthly Payment Process                            |

|  |   |
|--|---|
| <b>BAP İdari Koordinatörlüğü</b>   | BAP Administrative Coordinatorship  |
| <b>BAP Komisyonu</b>   | BAP Committee   |
| <b>BAP Mali Koordinatörlüğü</b>  | BAP Financial Coordinatorship   |
| <b>BAP Satın Alma Şube Müdürlüğü</b>   | BAP Procurement Directorate   |
| <b>Başlama Tarihi</b>  | Start Date  |
| <b>Başvuru Adımlarına Geçiş Butonu</b>   | "Progression to Application Steps" Button   |
| <b>Belirli Süreli Hizmet Sözleşmesi</b>  | Fixed Term Contract   |
| <b>Beşiktaş Vergi Dairesi</b>  | Beşiktaş Tax Office   |
| <b>Bildiri Özeti</b>   | Summary of the Conference Paper   |
| <b>Bilgiler Menüsü</b>   | Information Menu  |
| <b>Bilgilerimin Yöksis e Aktarılmasını Onaylıyorum Kutucuğu</b>  | "I Approve the Transfer of My Information to YÖKSİS" box  |
| <b>Bilim İnsanı Portalı</b>  | Scholar Portal  |
| <b>Bilim İnsanı Portalı ve Yaşam Döngüsü</b>   | Scholar Portal and Life Cycle Application   |
| <b>Bilim İnsanı Sekmesi</b>  | "Scholar" Tab   |
| <b>Bilimsel Araştırma Projeleri (BAP)</b>  | Scientific Research Projects (BAP)  |
| <b>Bilimsel Toplantılar Menüsü</b>   | Scientific Meetings Menu  |
| <b>Bilimsel Toplantılara Katılım Desteği</b>   | Participation to Scientific Meetings Support  |
| <b>Birim Fiyatı</b>  | Unit Price  |
| <b>Bütçe Talep Kalemleri</b>   | Budget Request Items  |
| <b>Bütçeleri Listele Linki</b>   | "List the Budgets" Link   |
| <b>Bütçe-Tahakkuk Sorumluları</b>  | Budget-Accrual Responsibles   |
| <b>Çalışan Araştırmacı Personel Değişikliği</b>  | Changing Already-Employed Research Personnel  |
| <b>Çok Disiplinli Proje Desteği ("R" Kodlu Projeler)</b>   | Multidisciplinary Project Support ("R" Code Projects)   |
| <b>Daha Önceki Değerlendirmelerim Menüsü</b>   | "My Previous Assessments" Menu  |
| <b>Davet Mektubu</b>   | Letter of Acceptance  |
| <b>Değerlendir Butonu</b>  | "Assess" Button   |
| <b>Değişiklik Talebi</b>   | Amendment Request   |
| <b>Detay Listesi</b>   | Detail List   |
| <b>Diğer Kaynaklar Alanı</b>   | Other Resources Menu  |
| <b>Diğer Menüsü</b>  | Other Menu  |
| <b>Diğer Notunuz Alanı</b>   | "Other Notes" Field   |
| <b>Doğrudan Temin</b>  | Direct Procurement  |
| <b>Doğrudan Temin Tavanı</b>   | Direct Procurement Ceiling  |
| <b>Doğrudan Temin Usulü</b>  | Direct Procurement Procedures   |
| <b>Doktora Proje Desteği ("D" Kodlu Projeler)</b>  | Doctorate Project Support ("D" Code Projects)   |
| <b>Doktora Tez Ödülü Başvuru Formu</b>   | Dissertation Award Application Form   |
| <b>Doktora Tez Ödülü Desteği</b>   | Dissertation Award Support  |
| <b>Dönem Raporu</b>  | Periodic Report   |
| <b>Dönem Raporu Ekle</b>   | Add Periodic Report   |
| <b>Dönem Raporu Revizyon</b>   | Revise Periodic Report  |
| <b>Dönem Raporunun Mali Veriler Ve Proje Bilgilerini Kapsayan Şablonunu İndirmek İçin Tıklayınız Linki</b> | "Click to Download the Periodic Report Template Containing the Financial Data and Project Information" Link |

|   |   |
|---|---|
| <b>Durum Bilgisi</b>  | Status Information  |
| <b>Eđitim Bilgilerim Alanı</b>                              | "My Education Info" Field   |
| <b>Ek Bütçe Talebi</b>                                      | Additional Budget Request   |
| <b>Ek Süre Talebi</b>                                       | Additional Time Request   |
| <b>Ekle Butonu</b>  | "Add" Button  |
| <b>Etik Kurul Onayı</b>                                     | Ethics Committee Approval   |
| <b>Evet Kutucuđu</b>  | "Yes" Box   |
| <b>Fasıl Aktarım Talebi</b>                                 | Section Transfer Request  |
| <b>Fatura</b>   | Invoice   |
| <b>Gelecek Yıl Bütçe Menüsü</b>                             | Following Year Budget Menu  |
| <b>Gelecek Yıl Bütçesi Revizyon</b>                         | Following Year Budget Revision                                    |
| <b>Gelecek Yıl Bütçe Talebi</b>                             | Following Year Budget Request                                     |
| <b>Genel Bilgiler Adımı</b>                                 | General Information Step  |
| <b>Gerekçe</b>  | Justification   |
| <b>Gerekçe Alanı</b>  | "Justification" Field   |
| <b>Gönder Butonu</b>  | "Send" Button   |
| <b>Görevlendirme</b>  | Appointment   |
| <b>Görevlendirme Yazısı</b>                                 | Letter of Appointment   |
| <b>Görüntüle Butonu</b>                                     | "Preview" Button  |
| <b>Gözet Alanı</b>  | "Review" Button   |
| <b>Gündelik - Konaklama Giderleri</b>                       | Daily Pay-Accommodation Expenses                                  |
| <b>Hakemlik Onayı Bekleyen Projeler Menüsü</b>              | Projects Awaiting Reviewer's Approval Menu                        |
| <b>Hakemliklerim Sekmesi</b>                                | "Review Assignments" Tab  |
| <b>Harcama Pusulası</b>                                     | Spending Bill   |
| <b>Harcama Yetkilisi</b>                                    | Spending Authority  |
| <b>Hizmet Alımları</b>                                      | Service Procurement   |
| <b>Hizmet Sözleşmesi Formu</b>                              | Service Contract Form   |
| <b>İhale</b>  | Tender  |
| <b>İhale Usulü</b>  | Tender Procedures   |
| <b>İleri Teknoloji Uygulama ve Geliştirme Proje Desteđi</b> | Advanced Technologies Application and Development Project Support |
| <b>İletişim Bilgilerim Alanı</b>                            | "My Contact Info." Field  |
| <b>İlgili Talep Listesi Kalemi</b>                          | Related Request List Item   |
| <b>İptal Edilebilir</b>                                     | Cancel  |
| <b>İstek Fişi İşlemleri Menüsü</b>                          | Request Slip Transactions Menu                                    |
| <b>İstek Fişlerini Listele</b>                              | List the Call Slips   |
| <b>İstenen Süre Alanı</b>                                   | "Requested Time" Field  |
| <b>İş Avans Tavan Limiti</b>                                | Work Advance Ceiling Limit  |
| <b>İşe Başlama İşlemleri</b>                                | Employment Process  |
| <b>İşe Giriş İşlem Formu</b>                                | Employment Process Form   |
| <b>İşten Çıkış İşlem Formu</b>                              | Exit Process Form   |
| <b>Kabul Et Butonu</b>                                      | "Accept" Button   |
| <b>Kaydet Butonu</b>  | "Save" Button   |
| <b>Kayıt Ücreti</b>   | Registration Fee  |
| <b>Kimlik Bilgilerim Alanı</b>                              | "My ID Info." Field   |

|  |   |
|--|---|
| <b>Kişisel Faaliyet Raporu Butonu</b>                  | "Personal Activity Report" Button               |
| <b>Komisyon Revizyon Kararı</b>                        | Committee Revision Decision                     |
| <b>Komisyon Revizyon Notu</b>                          | Committee Revision Note                         |
| <b>Komisyon Revizyon Talebi</b>                        | Committee Revision Request                      |
| <b>Makale Basım Desteği</b>                            | Journal Paper Publishing Support                |
| <b>Makine Teçhizat Alımları</b>                        | Machines and Equipment Procurement              |
| <b>Malzeme İstem Listesi Formu</b>                     | Consumer Goods Request List                     |
| <b>Malzeme İstem Listesi Formunu Yazdır Linki</b>      | Print the Consumer Goods Request List Form Link |
| <b>Mesleki Deneyimler Menüsü</b>                       | Professional Experiences Menu                   |
| <b>Misafir Araştırmacı Ziyaret Desteği</b>             | Guest Researcher Visit Support                  |
| <b>Misafir Araştırmacı Ziyaret Desteği Bilgi Formu</b> | Guest Researcher Visit Support Form             |
| <b>Not Defteri Alanı</b>                               | "Notepad" Field                                 |
| <b>Not Gönder Butonu</b>                               | "Send A Note" Button                            |
| <b>Ödenecek Aylık Brüt Ücret Alanı</b>                 | Payable Gross Monthly Salary" Field             |
| <b>(Ödeneğin) Aktarılacağı Hesap</b>                   | Account to be Credited                          |
| <b>(Ödeneğin) Alınacağı Hesap</b>                      | Account to be Debited                           |
| <b>Ön Ödeme (Avans) İşlemleri Menüsü</b>               | Advance Transactions Menu                       |
| <b>Ön Ödeme (Avans) Kapatma</b>                        | Reimbursement of Advance                        |
| <b>Ön Ödeme (Avans) Kapatma Formu</b>                  | Advance Reimbursement Form                      |
| <b>Önemli Duyurular Alanı</b>                          | Important Announcements Form                    |
| <b>Örnek Teknik Şartname Formu</b>                     | Sample Technical Specifications Form            |
| <b>Özgeçmiş Butonu</b>                                 | "Curriculum Vitae" Button                       |
| <b>Özgeçmiş/ Faaliyet Raporu Menüsü</b>                | Curriculum Vitae/Activity Report Menu           |
| <b>Pazarlık Usulü</b>                                  | Negotiated Tendering                            |
| <b>Personel Çalıştırma</b>                             | Personnel Employment                            |
| <b>Personel Veri Tabanından Ekle Linki</b>             | Add from the Personnel Database Link            |
| <b>Piyasa Alanı</b>                                    | "Market" Field                                  |
| <b>Proforma Fatura/Fiyat Teklifi</b>                   | Proforma Invoice/Price Offer                    |
| <b>Proje Başlığı Linki</b>                             | Project Heading Link                            |
| <b>Proje Başvurusu Butonu</b>                          | "Project Application" Button                    |
| <b>Proje Bilgileri Menüsü</b>                          | Project Information Menu                        |
| <b>"Proje Bütçesi" Alanı</b>                           | Project Budget" Field                           |
| <b>Proje Bütçesi Harcama Kalemleri</b>                 | Project Budget Disbursement Items               |
| <b>Proje Bütçesi Harcama Usulleri</b>                  | Project Budget Disbursement Procedures          |
| <b>Proje Destek Miktarları</b>                         | Project Support Volume                          |
| <b>Proje Destek Türleri</b>                            | Project Support Types                           |
| <b>Proje Ekibi Adımı</b>                               | Project Team Step                               |
| <b>Proje Listesi Menüsü</b>                            | Project List Menu                               |
| <b>Proje Metni Adımı</b>                               | Project Text Step                               |
| <b>Proje Özeti Adımı</b>                               | Project Summary Step                            |
| <b>Proje Raporları Menüsü</b>                          | Project Reports Menu                            |
| <b>Proje Süresi Alanı</b>                              | "Project Period" Field                          |
| <b>Proje Takvimi Adımı</b>                             | "Project Calendar" Step                         |
| <b>Proje Talep Listesi</b>                             | Project Request List                            |

|  |  |
|--|--|
| <b>Proje Talep Listesi Adımı</b>   | "Project Request List" Step  |
| <b>Proje Talepleri Menüsü</b>  | Project Requests Menu  |
| <b>Projelerim Sekmesi</b>  | "My Projects" Tab  |
| <b>Rapor Oluştur Butonu</b>  | "Create a Report" Button   |
| <b>Raporları Listele Linki</b>   | List the The Reports Link  |
| <b>Raporu Gönder Butonu</b>  | "Send the Report" Button   |
| <b>Raporu Kaydet Butonu</b>  | "Save the Report" Button   |
| <b>Reddet Butonu</b>   | "Reject" Button  |
| <b>Rektörün Onayı</b>  | Rector's Approval  |
| <b>Satın Alma Şube Müdürlüğü</b>   | Procurement Department Directorate   |
| <b>Sayfam Sekmesi</b>  | "My Page "Tab  |
| <b>Seyahat Ek Bütçe Talebi</b>   | Travel Additional Budget Request   |
| <b>Seyahat Talebi</b>  | Travel Request   |
| <b>SGK Giriş İşlemi</b>  | SGK (Social Security System) Entrance Process  |
| <b>Sınırlı Yetkili Kullanıcı Talebi</b>  | Restricted Authorized User Request   |
| <b>Sonuç Raporu</b>  | Final Report   |
| <b>Sonuç Raporu Ekle</b>   | Add the Final Report   |
| <b>Sonuç Raporu Revizyon İşlemleri</b>   | Final Report Revision Transactions   |
| <b>Sonuç Raporunun Mali Veriler Ve Proje Bilgilerini Kapsayan Şablonunu İndirmek İçin Tıklayınız Linki</b> | Click to Download the Final Report Template Containing the Financial Data and Project Information Link |
| <b>Sosyal ve Beşeri Bilimlerde Stratejik Araştırma Proje Desteği ("SBA" Kodlu Projeler)</b>                | Strategic Research in Social Sciences and Humanities Project Support ("SBA" Code Projects)             |
| <b>Sözleşmenin Sona Ermesi</b>   | Termination of the Contract  |
| <b>Standart Proje Desteği ("P" Kodlu Projeler)</b>   | Standard Project Support ("P" Code Projects)   |
| <b>Strateji Geliştirme Dairesi Başkanlığı Muhasebe Birimi Veznesi</b>                                      | Directorate of Strategy Development Office Accounting Unit cash desk                                   |
| <b>Şifre Bilgilerim Linki</b>  | My Password Info. Link   |
| <b>Takvimi Düzenle Linki</b>   | Organize the Calendar Link   |
| <b>Talep Listemdeki Bir Kaleme Ekle Alanı</b>  | Add to an Item in My Request List  |
| <b>Talep Tipi</b>  | Request Type   |
| <b>Talep Türü</b>  | Type   |
| <b>Talepleri Listele Linki</b>   | List the Requests Link   |
| <b>Tamamlayıcı Destek ("M" Kodlu Projeler)</b>   | Complementary Support ("M" Code Projects)  |
| <b>Taslak Oluştur Butonu</b>   | "Create a Draft" Button  |
| <b>Teknik Şartname Formu</b>   | Technical Specifications Form  |
| <b>Toplam</b>  | Sum  |
| <b>Tr İncites Sistemi</b>  | Tr Incites System  |
| <b>Tutanak Tarihi ve Sayısı</b>  | Minute Date and No.  |
| <b>TÜBİTAK</b>   | The Scientific and Technological Research Council of Turkey  |
| <b>TÜBİTAK İkili ve Çoklu İlişkiler Müdürlüğü</b>  | TÜBİTAK Bileteral and Multilateral Relations Division  |
| <b>Tüketim Malları ve Malzeme Alımları</b>   | Consumer Goods and Materials Procurement   |
| <b>Türü</b>  | Type   |

|   |  |
|---|--|
| <b>Uygulamaya İlk Kez Girmek İçin Tıklayınız Butonu</b> | Click on the Button for Accessing the Application for the First Time |
| <b>Var Olan Talepler</b>                                | Existing Requests  |
| <b>Vergi No</b>   | Tax No.  |
| <b>Yayınlarım (+Ekle Linkinden) Alanı</b>               | "My Publications (by using +Add Link)" Field                         |
| <b>Yazılım Alımları</b>                                 | Software Procurement   |
| <b>Yeni Bir Talep Kalemine</b>                          | To a New Request Item (choose from the pull-down menu)               |
| <b>Yeni İş Paketi Butonu</b>                            | "New Job Package" Button   |
| <b>Yeni Proje Başvurusu İçin Tıklayınız Linki</b>       | Click for New Project Application] Link                              |
| <b>Yeni Satır Ekle Butonu</b>                           | "Add a New Line" Button  |
| <b>Yeniden Düzenlenebilir</b>                           | Revise   |
| <b>Yetkilendirilmiş Kullanıcı Girişi Butonu</b>         | "Authorized User Access" Button                                      |
| <b>Yolluk Giderleri</b>                                 | Travel Allowance Expense   |
| <b>Yönetim Kurulu Kararı</b>                            | Executive Board Decision   |
| <b>Yurt Dışı Yolluklar</b>                              | Foreign Travel Allowances  |
| <b>Yurt Dışından Yapılacak Alımlar (Akreditif)</b>      | Foreign Procurement (Letter of Credit)                               |
| <b>Yurt İçi Alım</b>                                    | Domestic Procurement   |
| <b>Yurt İçi Yolluklar</b>                               | Domestic Travel Allowances   |

## APPENDIX

- (APPENDIX 1) Standard ("P" Code) Project Proposal  
 (APPENDIX 2) Doctorate ("D" Code) Project Proposal  
 (APPENDIX 3) Complementary ("M" Code) Project Proposal  
 (APPENDIX 4) Multidisciplinary ("R" Code) Project Proposal  
 (APPENDIX 5) Infrastructure ("S" Code) Project Proposal/ Infrastructure Project Proposal  
 (APPENDIX 6) Strategic Research in Social Sciences and Humanities ("SBA" Code) Project Proposal  
 (APPENDIX 7) Advanced Technology Application and Development ("TUG" Code) Project Proposal  
 (APPENDIX 8) BAP-COST ("BC" Code) Project Proposal  
 (APPENDIX 9) Start-Up ("SUP" Code) Project Proposal  
 (APPENDIX 10) Guest Researcher Visit Support Information Form  
 (APPENDIX 11) Rectorate Guest Researcher Visit Approval/ Rektörlük Misafir Araştırmacı Ziyaret Onayı  
 (APPENDIX 12) Guest Researcher Service Contract/Misafir Araştırmacı Hizmet Sözleşmesi  
 (APPENDIX 13) Bill of Spending (Used in case of advance payment)/Harcama Pusulası  
 (APPENDIX 14) Fieldwork Information Form  
 (APPENDIX 15) Doctoral Dissertation Award Application Form  
 (APPENDIX 16) Advance Reimbursement Form/ Ön Ödeme (Avans) Kapatma Formu  
 (APPENDIX 17) BAP Budget Items Table/ BAP Bütçe Kalemleri Tablosu  
 (APPENDIX 18) Fixed Term Contract/Belirli Süreli Hizmet Sözleşmesi  
 (APPENDIX 19) Social Security (SGK) Employment Procedures Form/ SGK İşe Giriş İşlem Formu  
 (APPENDIX 20) Social Security (SGK) Exit Procedures Form/SGK İşten Çıkış İşlem Formu  
 (APPENDIX 21) Periodic Report (DR) Template  
 (APPENDIX 22) Project Final Report (SR) Template

**(APPENDIX 1)**  
**PROJECT PROPOSAL**  
**(STANDARD)**

**1. OBJECTIVES OF THE PROJECT:**

*(A thorough discussion of the purpose of the proposed project; results to be achieved; parameters to be investigated in relation with the purpose)*

**2. LITERATURE SURVEY**

*(A survey of national and international literature)*

**3. SCIENTIFIC VALUE**

*(Original scientific contribution of the proposed technology, method or theory to literature)*

**4. IF THERE WILL BE ANY RESEARCH PERSONNEL EMPLOYED ON THE PROJECT, THE NAME, QUALIFICATIONS AND CONTRIBUTIONS OF THE RESEARCHER.**

*(Name of the research personnel, his/her qualifications and contributions)*

**5. METHODOLOGY**

*(A detailed description of methods and techniques to be used)*

**6. PERFORMANCE CRITERIA AND PLAN B**

*(A detailed discussion of the criteria required for a successful project implementation and details of the contingency plans)*

**7. AVAILABLE FACILITIES FOR THE PROJECT:**

*(Equipment or other relevant resources that will be available to the project, such as: laboratory and office space, library resources, computer services or equipment)*

**LABORATORY** :

**EQUIPMENT** :

**COMPUTERS** :

**PERSONNEL** :

**8. PUBLICATIONS OF THE PROJECT DIRECTOR ON RELATED SUBJECTS:**

*(Give relevant figures for each item. Papers, theses, etc. have to be listed in the form used in scholar publications. Specify if BAP grant is acknowledged with reference to the project code.)*

**JOURNAL PAPER**

National:

International:

**PUBLISHED PRESENTATION**

National:

International:

**UNPUBLISHED PRESENTATION**

National:

International:

**THESIS**

M.S./M.A. :

PhD :

**9. ONGOING PROJECTS (IF ANY) LED BY THE PROJECT DIRECTOR:**

**TITLE OF PROJECT:**

**SUPPORTING INSTITUTION:**

**BUDGET:**

**(APPENDIX 2)**  
**PROJECT PROPOSAL**  
**(DOCTORATE)**

**1. OBJECTIVES OF THE PROJECT:**

*(A thorough discussion of the objectives of the proposed project; results to be achieved; parameters to be investigated in relation with the objectives)*

**2. LITERATURE SURVEY**

*(A survey of national and international literature)*

**3. SCIENTIFIC VALUE**

*(Original scientific contribution of the proposed technology, method or theory to literature)*

**4. NAME OF Ph.D OR M.S./M.A. STUDENT WORKING ON THIS PROJECT:**

*(Name of the Ph.D. student who has passed his/her qualifying examinations, or M.S./M.A. student who has completed his/her course requirements)*

**5. IF THERE WILL BE ANY RESEARCH PERSONNEL EMPLOYED ON THE PROJECT, THE NAME, QUALIFICATIONS AND CONTRIBUTIONS OF THE RESEARCHER.**

*(In "D" type projects, the Ph.D/M.S./M.A. student can be employed as a research personnel. If there is any research personnel to be employed on the project other than the mentioned Ph.D/M.S./M.A. student, this should be justified. Name of the research personnel, his/her qualifications and contributions should be stated.)*

**6. METHODOLOGY**

*(A detailed description of methods and techniques to be used)*

**7. PERFORMANCE CRITERIA AND PLAN B**

*(A detailed discussion of the criteria required for a successful project implementation and details of the contingency plans)*

**8. AVAILABLE FACILITIES FOR THE PROJECT:**

*(Equipment or other relevant resources that will be available to the project, such as: laboratory and office space, library resources, computer services or equipment)*

**LABORATORY** :  
**EQUIPMENT** :  
**COMPUTERS** :  
**PERSONNEL** :

**9. PUBLICATIONS OF THE PROJECT DIRECTOR ON RELATED SUBJECTS:**

*(Give relevant figures for each item. Papers, theses, etc. have to be listed in the form used in scholar publications. Specify if BAP grant is acknowledged with reference to the project code.)*

**JOURNAL PAPER**

National:  
International:

**PUBLISHED PRESENTATION**

National:  
International:

**UNPUBLISHED PRESENTATION**

National:  
International:

**THESIS**

M.S./M.A. :  
PhD :

**10. ONGOING PROJECTS (IF ANY) LED BY THE PROJECT DIRECTOR:**

**TITLE OF PROJECT:**  
**SUPPORTING INSTITUTION:**  
**BUDGET:**

**(APPENDIX 3)**  
**PROJECT PROPOSAL**  
**(COMPLEMENTARY)**

**1. OBJECTIVES:**

*(A thorough discussion of the purpose of the proposed project; results to be achieved; parameters to be investigated in relation with the purpose)*

**2. LITERATURE SURVEY**

*(A survey of national and international literature)*

**3. JUSTIFICATION AND SCIENTIFIC VALUE**

*(Reasons why this project should be considered as complementing another research project, original scientific contribution of the proposed technology, method or theory to literature)*

**4. IF THERE WILL BE ANY RESEARCH PERSONNEL EMPLOYED ON THE PROJECT, THE NAME, QUALIFICATIONS AND CONTRIBUTIONS OF THE RESEARCHER.**

*(Name of the research personnel, his/her qualifications and contributions)*

**5. METHODOLOGY**

*(A detailed description of methods and techniques to be used)*

**6. PERFORMANCE CRITERIA AND PLAN B**

*(A detailed discussion of the criteria required for a successful project implementation and details of the contingency plans)*

**7. AVAILABLE FACILITIES FOR THE PROJECT:**

*(Equipment or other relevant resources that will be available to the project, such as: laboratory and office space, library resources, computer services or equipment)*

**LABORATORY** :  
**EQUIPMENT** :  
**COMPUTERS** :  
**PERSONNEL** :

**8. PUBLICATIONS OF THE PROJECT DIRECTOR ON RELATED SUBJECTS:**

*(Give relevant figures for each item. Papers, theses, etc. have to be listed in the form used in scholar publications. Specify if BAP grant is acknowledged with reference to the project code.)*

**JOURNAL PAPER**

National:

International:

**PUBLISHED PRESENTATION**

National:

International:

**UNPUBLISHED PRESENTATION**

National:

International:

**THESIS**

M.S./M.A. :

PhD :

**9. ONGOING PROJECTS (IF ANY) LED BY THE PROJECT DIRECTOR:**

**TITLE OF PROJECT:**

**SUPPORTING INSTITUTION:**

**BUDGET:**

**(APPENDIX 4)**  
**PROJECT PROPOSAL**  
**(MULTIDISCIPLINARY)**

**1. OBJECTIVES OF THE PROJECT:**

*(A thorough discussion of the purpose of the proposed project; results to be achieved; parameters to be investigated in relation with the purpose)*

**2. LITERATURE SURVEY**

*(A survey of national and international literature)*

**3. JUSTIFICATION AND SCIENTIFIC VALUE**

*(Reasons why this project should be considered as multidisciplinary, scientific contribution of the proposed technology, method or theory to literature)*

**4. IF THERE WILL BE ANY RESEARCH PERSONNEL EMPLOYED ON THE PROJECT, THE NAME, QUALIFICATIONS AND CONTRIBUTIONS OF THE RESEARCHER**

*(Name of the research personnel, his/her qualifications and contributions)*

**5. METHODOLOGY**

*(A detailed description of methods and techniques to be used)*

**6. PERFORMANCE CRITERIA AND PLAN B**

*(A detailed discussion of the criteria required for a successful project implementation and details of the contingency plans)*

**7. AVAILABLE FACILITIES FOR THE PROJECT:**

*(Equipment or other relevant resources that will be available to the project, such as: laboratory and office space, library resources, computer services or equipment)*

**PERSONNEL** :  
**COMPUTERS** :  
**EQUIPMENT** :  
**LABORATORY** :

**8. PUBLICATIONS OF THE PROJECT DIRECTOR ON RELATED SUBJECTS:**

*(Give relevant figures for each item. Papers, theses, etc. have to be listed in the form used in scholar publications. Specify if BAP grant is acknowledged with reference to the project code.)*

**JOURNAL PAPER**

National:

International:

**PUBLISHED PRESENTATION**

National:

International:

**UNPUBLISHED PRESENTATION**

National:

International:

**THESIS**

M.S./M.A. :

PhD :

**9. ONGOING PROJECTS (IF ANY) LED BY THE PROJECT DIRECTOR:**

**TITLE OF PROJECT:**

**SUPPORTING INSTITUTION:**

**BUDGET:**

**(APPENDIX 5)**  
**PROJECT PROPOSAL**  
**(INFRASTRUCTURE)**

**1. OBJECTIVES OF THE PROJECT:**

*(A thorough discussion of the purpose of the proposed project including potential users and accessibility of the infrastructural facilities)*

**2. JUSTIFICATIONS AND PROSPECTIVE RESEARCH OPPORTUNITIES**

*(Reasons why this project should be considered as an infrastructure project; a detailed description of contributions of the proposed infrastructure to research)*

**3. IMPLEMENTATION PLAN**

*(A detailed description of the process to install, the procedure to follow for providing the database, software, hardware and/or equipment)*

**4. PERFORMANCE CRITERIA AND PLAN B**

*(A detailed discussion of the criteria required for a successful project implementation and details of the contingency plans)*

**5. AVAILABLE FACILITIES FOR THE PROJECT:**

*(Equipment or other relevant resources that will be available to the project, such as: laboratory and office space, library resources, computer services or equipment)*

**SPACE** : (If there is a requirements for new space)

**EQUIPMENT** :

**COMPUTERS** :

**PERSONNEL** :

**6. PUBLICATIONS OF THE PROJECT DIRECTOR:**

*(Give relevant figures for each item. Papers, theses, etc. have to be listed in the form used in scholar publications. Specify if BAP grant is acknowledged with reference to the project code.)*

**JOURNAL PAPER**

National:

International:

**PUBLISHED PRESENTATION**

National:

International:

**UNPUBLISHED PRESENTATION**

National:

International:

**THESIS**

M.S./M.A. :

PhD :

**7. ONGOING PROJECTS (IF ANY) LED BY THE PROJECT DIRECTOR:**

**TITLE OF PROJECT:**

**SUPPORTING INSTITUTION:**

**BUDGET:**

**(APPENDIX 6)**  
**PROJECT PROPOSAL**  
**(STRATEGIC RESEARCH IN SOCIAL SCIENCES AND HUMANITIES)**

**1. OBJECTIVES OF THE PROJECT:**

*(A thorough discussion of the objectives of the proposed project emphasizing, from a long term perspective, its importance for social and humanitarian needs and issues)*

**2. LITERATURE SURVEY**

*(A survey of national and international literature)*

**3. JUSTIFICATION AND SCIENTIFIC VALUE**

*(Reasons why this project should be considered as strategic, how it will contribute to the subjects vital to society, how the results will enlighten the governing bodies)*

**4. IMPLEMENTATION PLAN**

*(A detailed description of research methods, developments, and the relationships to be established outside the university)*

**5. PERFORMANCE CRITERIA AND PLAN B**

*(A detailed discussion of the criteria required for a successful project implementation and details of the contingency plans)*

**6. IF THERE WILL BE ANY RESEARCH PERSONNEL EMPLOYED ON THE PROJECT, THE NAME, QUALIFICATIONS AND CONTRIBUTIONS OF THE RESEARCHER.**

*(Name of the research personnel, his/her qualifications and contributions)*

**7. AVAILABLE FACILITIES FOR THE PROJECT:**

*(Equipment or other relevant resources that will be available to the project, such as: laboratory and office space, library resources, computer services or equipment)*

**PERSONNEL** :  
**EQUIPMENT** :  
**COMPUTERS** :  
**LABORATORY** :

**8. PUBLICATIONS OF THE PROJECT DIRECTOR ON RELATED SUBJECTS:**

*(Give relevant figures for each item. Papers, theses, etc. have to be listed in the form used in scholar publications. Specify if BAP grant is acknowledged with reference to the project code.)*

**JOURNAL PAPER**

National:

International:

**PUBLISHED PRESENTATION**

National:

International:

**UNPUBLISHED PRESENTATION**

National:

International:

**THESIS**

M.S./M.A. :

PhD :

**9. ONGOING PROJECTS (IF ANY) LED BY THE PROJECT DIRECTOR:**

**TITLE OF PROJECT:**

**SUPPORTING INSTITUTION:**

**BUDGET:**

**(APPENDIX 7)**  
**PROJECT PROPOSAL**  
**(APPLICATION AND DEVELOPMENT OF ADVANCE TECHNOLOGY)**

**1. OBJECTIVES OF THE PROJECT:**

*(A thorough discussion of the objectives of the proposed project emphasizing its importance for Turkey. The technology of interest can be newly emerging, semi-developed or well developed worldwide but neither applied nor fully developed in Turkey.)*

**2. LITERATURE AND PATENT SURVEY**

*(A survey of national and international literature and patents)*

**3. JUSTIFICATION**

*(A detailed discussion on how the proposed project will contribute to technological knowledge and how it will enlighten application problems in Turkey and in the world; explain the impact the results and findings will create on industrial organizations.)*

- a. State whether the project covers topics which are considered to be high priority by National and/or International institutions. (e.g. EU Research Priorities, BTYK Technological Activity Priority Topics, etc.)*
- b. Current method of application of the proposed technology throughout the world and in Turkey (please give names of institutions/establishments using them)*
- c. A list of institutions/establishments that might profit from the outcome of this project and/or establish future collaborations*
- d. Prospective areas of development/opportunities/options for further studies*
- e. Industrial companies that might provide financial support for the continuity of the project*
- f. Possibility that the outcome will be eligible for a patent/utility model application*
- g. Present situation regarding the patent/utility model in areas closely related to the topics to be covered in the project*

**4. METHODOLOGY**

*(A detailed description of methods and techniques to be used and developed)*

**5. PERFORMANCE CRITERIA AND PLAN B**

*(A detailed discussion of the criteria required for a successful project implementation; if a prototype is to be realized, a detailed explanation of the procedure as well as the list of relevant measures of value. Details of the contingency plans)*

**6. IF THERE WILL BE ANY RESEARCH PERSONNEL EMPLOYED ON THE PROJECT, THE NAME, QUALIFICATIONS AND CONTRIBUTIONS OF THE RESEARCHER.**

*(Name of the research personnel, his/her qualifications and contributions)*

**7. AVAILABLE FACILITIES FOR THE PROJECT:**

*(Equipment or other relevant resources that will be available to the project, such as: laboratory and office space, library resources, computer services or equipment)*

**PERSONNEL** :  
**COMPUTERS** :  
**EQUIPMENT** :  
**LABORATORY** :  
**SPACE** :

**8. PUBLICATIONS OF THE PROJECT DIRECTOR ON RELATED SUBJECTS:**

*(Give relevant figures for each item. Papers, theses, etc. have to be listed in the form used in scholar publications. Specify if BAP grant is acknowledged with reference to the project code.)*

**JOURNAL PAPER**

National:

International:

**PUBLISHED PRESENTATION**

National:

International:

**UNPUBLISHED PRESENTATION**

National:

International:

**THESIS**

M.S./M.A. :

PhD :

**9. ONGOING PROJECTS (IF ANY) LED BY THE PROJECT DIRECTOR:**

**TITLE OF PROJECT:**

**SUPPORTING INSTITUTION:**

**BUDGET:**

**(APPENDIX 8)**  
**PROJECT PROPOSAL**  
**(BAP-COST)**

**1. INFORMATION ON THE COST ACTION TO BE INVOLVED**

*(Title of the COST action to be involved; detailed information about the action and its website)*

**2. OBJECTIVES OF THE PROJECT:**

*(A thorough discussion of the purpose of the proposed project; results to be achieved; parameters to be investigated in relation with the purpose)*

**3. LITERATURE SURVEY**

*(A survey of national and international literature)*

**4. SCIENTIFIC VALUE**

*(Original scientific contribution of the proposed technology, method or theory to literature)*

**5. IF THERE WILL BE ANY RESEARCH PERSONNEL EMPLOYED ON THE PROJECT, THE NAME, QUALIFICATIONS AND CONTRIBUTIONS OF THE RESEARCHER.**

*(Name of the research personnel, his/her qualifications and contributions)*

**6. METHODOLOGY**

*(A detailed description of methods and techniques to be used)*

**7. PERFORMANCE CRITERIA AND PLAN B**

*(A detailed discussion of the criteria required for a successful project implementation and details of the contingency plans)*

**8. AVAILABLE FACILITIES FOR THE PROJECT:**

*(Equipment or other relevant resources that will be available to the project, such as: laboratory and office space, library resources, computer services or equipment)*

**LABORATORY** :  
**EQUIPMENT** :  
**COMPUTERS** :  
**PERSONNEL** :

**9. PUBLICATIONS OF THE PROJECT DIRECTOR ON RELATED SUBJECTS:**

*(Give relevant figures for each item. Papers, theses, etc. have to be listed in the form used in scholar publications. Specify if BAP grant is acknowledged with reference to the project code.)*

**JOURNAL PAPER**

National:

International:

**PUBLISHED PRESENTATION**

National:

International:

**UNPUBLISHED PRESENTATION**

National:

International:

**THESIS**

M.S./M.A. :

PhD :

**10. ONGOING PROJECTS (IF ANY) LED BY THE PROJECT DIRECTOR:**

**TITLE OF PROJECT:**

**SUPPORTING INSTITUTION:**

**BUDGET:**

**(APPENDIX 9)**  
**PROJECT PROPOSAL**  
**(START-UP PROPOSAL)**

**1. OBJECTIVES OF THE PROJECT:**

*(A thorough discussion of the purpose of the proposed project; results to be achieved; parameters to be investigated in relation with the purpose)*

**2. LITERATURE SURVEY**

*(A survey of national and international literature)*

**3. SCIENTIFIC VALUE**

*(Original scientific contribution of the proposed technology, method or theory to literature)*

**4. RESEARCH ENVIRONMENT**

*(A detailed description of the infrastructure or the research environment to be established and its contributions to the Department/Institute)*

**5. IF THERE WILL BE ANY RESEARCH PERSONNEL EMPLOYED ON THE PROJECT, THE NAME, QUALIFICATIONS AND CONTRIBUTIONS OF THE RESEARCHER.**

*(Name of the research personnel, his/her qualifications and contributions)*

**6. METHODOLOGY**

*(A detailed description of methods and techniques to be used)*

**7. PERFORMANCE CRITERIA AND PLAN B**

*(A detailed discussion of the criteria required for a successful project implementation and details of the contingency plans)*

**8. AVAILABLE FACILITIES FOR THE PROJECT:**

*(Equipment or other relevant resources that will be available to the project, such as: laboratory and office space, library resources, computer services or equipment)*

**LABORATORY** :  
**EQUIPMENT** :  
**COMPUTERS** :  
**PERSONNEL** :

**9. PUBLICATIONS OF THE PROJECT DIRECTOR ON RELATED SUBJECTS:**

*(Give relevant figures for each item. Papers, theses, etc. have to be listed in the form used in scholar publications. Specify if BAP grant is acknowledged with reference to the project code.)*

**JOURNAL PAPER**

National:

International:

**PUBLISHED PRESENTATION**

National:

International:

**UNPUBLISHED PRESENTATION**

National:

International:

**THESIS**

M.S./M.A. :

PhD :

**10. ONGOING PROJECTS (IF ANY) LED BY THE PROJECT DIRECTOR:**

**TITLE OF PROJECT:**

**SUPPORTING INSTITUTION:**

**BUDGET:**

**(APPENDIX 10)**  
**BOĞAZIÇI UNIVERSITY**  
**SCIENTIFIC RESEARCH PROJECTS**  
**GUEST RESEARCHER VISIT SUPPORT INFORMATION FORM**

|  |  |
|--|--|
| <b>Project director's;</b>   |  |
| Title, name and surname  |  |
| Department   |  |
| Project no   |  |
| Project name   |  |
| <b>Guest researcher's;</b>   |  |
| Title, name and surname  |  |
| Institution he is affiliated with                                      |  |
| Address  |  |
| Country/City   |  |
| Visit dates<br>(To and Fro)  |  |
| Travel cost  |  |
| Place of accomodation  |  |
| Accomodation cost  |  |
| Daily Allowance cost   |  |
| Honorarium (maximum of TL 1,000)                                       |  |
| The relation of the research field and its contribution to the project |  |
|  |  |
| Types of activities to be engaged in;                                  |  |
|  |  |

**Please attach the CV of the guest researcher to be invited.**

(This is an official form that should be filled in Turkish. This version in English is to be used as reference only.)

(APPENDIX 11)  
RECTORATE GUEST RESEARCHER VISIT APPROVAL  
SAMPLE

(Letterhead of the Related Unit)

Number:  
Subject:

Date: / /

**To the attention of Rectorate Office,**

I kindly request your approval regarding the visit of the scholar named .....whose CV is attached and who has been projected to be invited from.....University/Research Center as a guest researcher to participate my project with the title..... to make joint research, to share information, to develop a new collaboration, to develop a standing project, between .././20.. - .././20.

**Best regards,**

**Project Director  
Name-Surname  
Signature**

**APPROVED / NOT APPROVED**

**Vice Rector in Charge of Research and Industrial Relations**

**Signature**

(This is an official form that should be filled in Turkish. The version in English is to be used as reference only.)

(APPENDIX 11)  
REKTÖRLÜK MİSAFİR ARAŞTIRMACI ZİYARET ONAYI

Ö R N E K

(İlgili Birim Anteti)

Sayı :  
Konu :

Tarih: / /

**Rektörlük Makamına,**

.....nolu ve ..... konulu projem kapsamında misafir araştırmacı olarak gelmesi planlanan .....Üniversite/ Araştırma Merkezi'nden davet edilen ve ekte CV si bulunan bilim insanı .....'nin, ...../...../20... - ...../...../20.. tarihleri arasında proje çerçevesinde ortak araştırma yapmak/bilgi paylaşımında bulunmak/yeni işbirliği oluşturmak/devam projesi geliştirmek üzere Üniversitemizi ziyaret etmesi konusunda onaylarınızı arz ederim.

**Saygılarımla,**

**Proje Yürütücüsü  
Adı-Soyadı  
İmza**

**UYGUNDUR / UYGUN DEĞİLDİR**

**Araştırmadan Sorumlu Rektör Yardımcısı**

**Adı – Soyadı**

**İmza**

(This is an official form that should be filled in Turkish. This version in English is to be used as reference only.)

(APPENDIX 12)  
GUEST RESEARCHER SERVICE CONTRACT

This service contract is signed between the guest Faculty Member named .....who resides in.....and the BAP Financial Coordinatorship.

**Part 1: Definition**

This job includes giving seminars/making application studies and the like within the scope of the project no.....with the title.....

**Part 2: Duration**

This contract is valid between .././20.. - .././20.. .

**Part 3: Cost of the Activity**

In numbers TL (in writing TL)

**Part 4: Payment**

Payment will be transferred to the bank account indicated by the guest researcher following the termination of the activity.

**Part 5:** Publication rights are not in effect.

**Part 6:** Taxes and fees inflicted by this contract will be deducted from the beneficiary.

This contract is signed on .././20...

Guest Faculty Member  
Name-Surname

Signature

Spending Authority  
Name-Surname

Signature

(This is an official form that should be filled in Turkish. The version in English is to be used as reference only.)

(APPENDIX 12)  
MİSAFİR ARAŞTIRMACI HİZMET SÖZLEŞMESİ

Bu sözleşme ..... adresinde ikamet eden misafir Öğretim Üyesi  
..... ile Boğaziçi Üniversitesi BAP Mali Koordinatörlüğü arasında yapılmıştır.

**Bölüm 1 :Tanım**

Bu iş; .....nolu ve ..... konulu proje kapsamında  
seminer vermek /uygulama çalışması yapmak ve benzer etkinlik hususlarını kapsar.

**Bölüm 2: Süre**

Bu sözleşme .../.../20.. - .../.../20.. tarihlerini kapsamaktadır.

**Bölüm 3: Etkinlik Bedeli**

Rakam TL (yazı ile TL)

**Bölüm 4: Ödeme**

Etkinliğin sona ermesini takiben misafir araştırmacının bildireceği banka hesabına havale edilecektir.

**Bölüm 5:**Yayın hakları uygulanmıyor.

**Bölüm 6:** Bu sözleşmeden doğacak vergi ve harçlar hak sahibinden kesilecektir.

İşbu sözleşme ...../...../20... tarihinde imzalanmıştır.

Misafir Öğretim Üyesi  
Adı - Soyadı

İmza

Harcama Yetkilisi  
Adı - Soyadı

İmza

(This is an official form that should be filled in Turkish. This version in English is to be used as reference only.)

(APPENDIX 13)  
BOĞAZIÇI UNIVERSITY  
SCIENTIFIC RESEARCH PROJECTS  
BILL OF SPENDING  
(Used if advance is received.)

|   |   |
|---|---|
| <b>Dairesi : T.C. BOĞAZIÇI UNIVERSITY<br/>Scientific Research Projects</b>  |   |
| <b>GOODS AND SERVICE PROCURED</b>   |   |
| Type  |   |
| Amount  |   |
| Unit Price  |   |
| Total Price   |   |
| Only.....Turkish Lira's.  |   |
| <b>Explanation :</b>  |   |
| ...../..... /.....  |   |
| <b>The Person Who Sold the Goods or<br/>Provided the Service</b>  | <b>The Person Who Purchased the Goods or<br/>Received the Service</b> |
| <b>Name Surname :</b>   |   |
| <b>Address/Title :</b>  |   |
| <b>Signature :</b> .....  | .....   |
| <p>This document is prepared when the goods or the services are purchased from a person who does not have to prepare an invoice or a document to replace an invoice. If taxi is used (with the exception of in-city taxi fares), the license plate number and the route should be mentioned under "Explanation" .</p> |   |

**ADDENDUM:** The ID card photocopy of the person who provided the goods or the service.

(This is an official form that should be filled in Turkish. The version in English is to be used as reference only.)

(APPENDIX 13)  
BOĞAZIÇI ÜNİVERSİTESİ  
BİLİMSEL ARAŞTIRMA PROJELERİ  
HARCAMA PUSULASI  
(Avans alınması halinde kullanılır.)

Dairesi : T.C. BOĞAZIÇI ÜNİVERSİTESİ  
Bilimsel Araştırma Projeleri

SATIN ALINAN MAL VEYA HİZMETİN

|                            |  |
|----------------------------|--|
| Çeşidi                     |  |
| Miktarı                    |  |
| Birim Fiyatı               |  |
| Tutarı                     |  |
| Yalnız.....Türk Lirasıdır. |  |

Açıklama :

...../..... /.....

Malı Satan veya  
Hizmeti Yapanın

Satın Almayı veya  
Hizmeti Yaptırmanın

Adı Soyadı :  
Adresi Unvanı :

İmzası :.....

Bu belge, fatura veya fatura yerine geçen belgeleri düzenleme zorunluluğu bulunmayan kişilerden yapılan mal veya hizmet alımlarında düzenlenir. Taksi ile yapılan seyahatlerde (Şehir içi taksi ücretleri hariç) seyahat edilen taksinin plaka numarası ile yolculuğun nereden yapıldığı açıklama bölümünde belirtilir.

EK: Mal ve hizmetin alındığı kişinin nüfus cüzdan fotokopisi

**(APPENDIX 14)**  
**BOĞAZİÇİ UNIVERSITY**  
**SCIENTIFIC RESEARCH PROJECTS**  
**FIELDWORK INFORMATION FORM**

|  |  |
|--|--|
| <b>The fieldwork's;</b>  |  |
| Country-City/Institution   |  |
| Dates of travel (To and Fro)   |  |
| <b>The fieldwork's;</b>  |  |
| Purpose  |  |
| Contribution to the Research   |  |
| Necessity  |  |
| Quality  |  |
| <b>The appointees';</b>  |  |
| Title, name and surname  |  |
| The capability of the appointee's(appointees') apart from the project director related to the work |  |
| Travel cost  |  |
| Accommodation cost   |  |
| Daily Allowance cost   |  |
| Whether he/she has ÜYK permit<br>(For foreign appointments longer than 1 month)                    |  |

- For foreign fieldwork longer than 1 month, firstly, permit must be received from (ÜYK) [University Executive Board). A copy of the permit must be submitted to BAP Committee.
- No support is provided for participating the summer schools.
- Scientific Meetings Participation support is provided afterwards, as travel additional budget.

**(APPENDIX 15)**  
**BOGAZICI UNIVERSITY**  
**SCIENTIFIC RESEARCH PROJECTS**  
**DOCTORAL DISSERTATION APPLICATION FORM**

To the attention of Scientific Research Projects Directorate,

Please find below the information and the documents regarding the dissertation with the title.....presented by .....in the.....Institute.  
We kindly request yourselves to assess the mentioned dissertation with regards to its justification for the **Scientific Research Projects Dissertation Award.**

**Dissertation Jury**

| Title, Name Surname | Department | Signature |
|---------------------|------------|-----------|
|                     |            |           |
|                     |            |           |
|                     |            |           |
|                     |            |           |
|                     |            |           |
|                     |            |           |

**Student**

| Title, Name Surname | Faculty, Department | Turkish ID No. |
|---------------------|---------------------|----------------|
|                     |                     |                |
| Contact Address     | Telephone No.       | E-mail         |
|                     |                     |                |

**Dissertation**

|   |  |
|---|--|
| Dissertation Title in Turkish:                                |  |
| Dissertation Title in English:                                |  |
| Department/Faculty/Institute<br>the Dissertation Was Made In: |  |
| Date the Dissertation Was<br>Accepted:                        |  |

**List of Deliverables:**

|  |
|--|
|  |
|  |
|  |
|  |
|  |



(This is an official form that should be filled in Turkish. This version in English is to be used as reference only.)

(APPENDIX 16)  
BOĞAZIÇI UNIVERSITY  
SCIENTIFIC RESEARCH PROJECTS  
ADVANCE REIMBURSEMENT FORM

Date: .../.../20....

|              |  |
|--------------|--|
| Project No   |  |
| Project Name |  |

| Advance | Date received | Setoff Date | Amount |
|---------|---------------|-------------|--------|
|         |               |             |        |

To the "B. Ü. Strateji Geliştirme Dairesi Başkanlığı Muhasebe Birimi" [Directoriate of Strategy Development Office Accounting Unit]

**Project Director**

|              |  |
|--------------|--|
| Name Surname |  |
| Signature    |  |

**Person Who Received the Advance**

|                      |  |
|----------------------|--|
| Name Surname         |  |
| Bank Name and Branch |  |
| IBAN No              |  |

**ATTACHED EXPENSE DOCUMENTS**

|   | Invoice Date | Company Name | Type of the Expense | Amount |
|---|--------------|--------------|---------------------|--------|
| 1 |              |              |                     |        |
| 2 |              |              |                     |        |
| 3 |              |              |                     |        |
| 4 |              |              |                     |        |
| 5 |              |              |                     |        |
| n |              |              |                     |        |
|   |              |              | Total               | 0,00   |

**Note:** The residual advance should be returned and the advance should be paid off within 20 days.

(This is an official form that should be filled in Turkish. The version in English is to be used as reference only.)

(APPENDIX 16)  
BOĞAZIÇI ÜNİVERSİTESİ  
BİLİMSEL ARAŞTIRMA PROJELERİ  
ÖN ÖDEME (AVANS) KAPATMA FORMU

Tarih: .../.../20....

|           |  |
|-----------|--|
| Proje No  |  |
| Proje Adı |  |

| Alınan Avansın | Alınma Tarihi | Mahsup Tarihi | Miktarı |
|----------------|---------------|---------------|---------|
|                |               |               |         |

B.Ü. STRATEJİ GELİŞTİRME DAİRE BAŞKANLIĞI'NA  
Muhasebe ve Kesin Hesap Müdürlüğü'ne

Proje Yürütücüsü

|            |  |
|------------|--|
| Adı Soyadı |  |
| İmza       |  |

Avans Alan Kişinin

|                     |  |
|---------------------|--|
| Adı Soyadı          |  |
| Banka Adı ve Şubesi |  |
| IBAN No             |  |

EKLİ HARCAMA BELGELERİ

| Fatura Tarihi | Firma Adı | Harcamanın Cinsi | Tutarı |
|---------------|-----------|------------------|--------|
| 1             |           |                  |        |
| 2             |           |                  |        |
| 3             |           |                  |        |
| 4             |           |                  |        |
| 5             |           |                  |        |
| n             |           |                  |        |
|               |           | Toplam           | 0,00   |

Not: 20 gün içinde varsa avans kalanını iade edip avansın kapatılması zorunludur.

(APPENDIX 17)  
ANALYTICAL BUDGET CLASSIFICATION "(ABS)" CODE SYSTEM  
(BAP Budget Items Table)

|  |  |              |   |   |
|--|--|--------------|---|---|
| INSTITUTIONAL / 38.08.00.02              | FUNCTIONAL/ 09.8.8.00  | FINANCIAL/ 2 | ECONOMIC                                  |   |
|  |  |              | <b>EMPLOYING RESEARCH PERSONNEL</b>       |   |
|  |  |              | 01.2.1.90                                 | Other Temporary Personnel Salaries (Employing research personnel with SGK))                               |
|  |  |              | <b>CONSUMPTION GOODS PROCUREMENT</b>      |   |
|  |  |              | 03.2.1.01                                 | Stationery Procurement (Paper, pen, eraser, toner, cd, diskette, toner etc.)                              |
|  |  |              | 03.2.1.02                                 | Office Supplies Procurement (Stapler, hole puncher, scissors, ruler etc. hand apparatus)                  |
|  |  |              | 03.2.1.04                                 | Other Publications Procurement  |
|  |  |              | 03.2.1.05                                 | Printing and Binding Expense (For journal publishing support))  |
|  |  |              | 03.2.2.02                                 | Cleaning Material Procurement   |
|  |  |              | 03.2.3.02                                 | Fuel and Oil Procurement  |
|  |  |              | 03.2.4.01                                 | Food Procurement (For test subjects)  |
|  |  |              | 03.2.4.02                                 | Beverage Procurement (For test subjects)  |
|  |  |              | 03.2.4.03                                 | Feed Procurement  |
|  |  |              | 03.2.6.01                                 | Lab Materials, Chemical and Practicing Materials Procurement  |
|  |  |              | 03.2.6.04                                 | Livestock Procurement, Care and Other Expenses  |
|  |  |              | 03.2.9.90                                 | Other Special Materials Procurement   |
|  |  |              | <b>TRAVEL ALLOWANCE</b>                   |   |
|  |  |              | 03.3.1.01                                 | Domestic Temporary Appointment Travel Allowance   |
|  |  |              | 03.3.3.01                                 | Foreign Temporary Appointment Travel Allowance  |
|  |  |              | <b>ARCHEOLOGICAL EXCAVATION EXPENSES</b>  |   |
|  |  |              | 03.4.4.01                                 | Archeological Excavations Expense (Not including travel)  |
|  |  |              | 03.4.9.90                                 | Archeological Excavations Expense (For travel allowance)  |
|  |  |              | <b>SERVICE PROCUREMENT</b>                |   |
|  |  |              | 03.5.1.02                                 | Research and Development Expenses (Surveyor employment, guest researcher visit support, taking photocopy) |
|  |  |              | 03.5.1.05                                 | Map Making and Procurement Expenses   |
|  |  |              | 03.5.1.90                                 | Payment to Other Consultant Companies and People  |
|  |  |              | 03.5.3.03                                 | Cargo handling (Handling of free-of-charge devices)   |
|  |  |              | 03.5.4.01                                 | Advertisement Expenses (In tenders)   |
|  |  |              | 03.5.5.02                                 | Vehicle Renting   |
|  |  |              | *03.5.5.03                                | Construction Equipment Renting  |
|  |  |              | *03.5.5.90                                | Other Renting Expenses  |
|  |  |              | *03.5.9.90                                | Other Service Procurement   |
|  |  |              | <b>MACHINES AND EQUIPMENT PROCUREMENT</b> |   |
| *03.7.1.02                               | Office Machines and Equipment (All computers and peripheral units and the like machines and equipment) |              |   |   |
| 03.7.2.01                                | Computer Software Procurement and Production   |              |   |   |
| 03.7.3.02                                | Machines and Equipment Maintenance Expenses  |              |   |   |
| <b>MANUFACTURED PRODUCTS PROCUREMENT</b> |  |              |   |   |
| 06.1.2.01                                | Office Machines Procurement  |              |   |   |
| 06.1.2.02                                | Computer Procurement   |              |   |   |
| 06.1.2.04                                | Lab Devices Procurement (Inventory Stock)  |              |   |   |
| 06.1.2.90                                | Other Machines and Equipment Procurement   |              |   |   |
| 06.1.3.04                                | Lab Appliances Procurement (Small Hand Tools )   |              |   |   |
| 06.1.3.90                                | Other Tool-Kits Procurement  |              |   |   |

( \* ) These are budget schemes to be used in case of tenders and procurements subject to duty. They cannot be used for special purposes.

(APPENDIX 17)  
ANALİTİK BÜTÇE SINIFLANDIRMASI "(ABS)" KOD SİSTEMİ  
(BAP Bütçe Kalemleri Tablosu)

|  |   |             |  |  |
|--|---|-------------|--|--|
| KURUMSAL / 38.08.00.02                     | FONKSİYONEL/ 09.8.8.00  | FİNANSAL/ 2 | EKONOMİK                               |  |
|  |   |             | <b>ARAŞTIRMACI PERSONEL ÇALIŞTIRMA</b> |  |
|  |   |             | 01.2.1.90                              | Diğer Sözleşmeli Personel Ücretleri (SGK'lı araştırmacı personel çalışma)  |
|  |   |             | <b>TÜKETİM MALZEMESİ ALIMLARI</b>      |  |
|  |   |             | 03.2.1.01                              | Kırtasiye Alımları (Kağıt, kalem, silgi, kartuş, cd, disket, toner vb.)  |
|  |   |             | 03.2.1.02                              | Büro Malzemesi Alımları (Zımba, delgeç, makas, cetvel vb. el aparatları )  |
|  |   |             | 03.2.1.04                              | Diğer Yayın Alımları   |
|  |   |             | 03.2.1.05                              | Baskı ve Cilt Giderleri (Makale basım desteği için)  |
|  |   |             | 03.2.2.02                              | Temizlik Malzemesi Alımları  |
|  |   |             | 03.2.3.02                              | Akaryakıt ve Yağ Alımları  |
|  |   |             | 03.2.4.01                              | Yiyecek Alımları (Denekler için)   |
|  |   |             | 03.2.4.02                              | İçecek Alımları (Denekler için)  |
|  |   |             | 03.2.4.03                              | Yem Alımları   |
|  |   |             | 03.2.6.01                              | <b>Laboratuvar Malzemeleri ile Kimyevi ve Temrinlik Malzeme Alımları</b>   |
|  |   |             | 03.2.6.04                              | Canlı Hayvan Alım, Bakım ve Diğer Giderler   |
|  |   |             | 03.2.9.90                              | Diğer Özel Malzeme Alımları  |
|  |   |             | <b>YOLLUK GİDERLERİ</b>                |  |
|  |   |             | 03.3.1.01                              | Yurt İçi Geçici Görev Yollukları   |
|  |   |             | 03.3.3.01                              | Yurt Dışı Geçici Görev Yollukları  |
|  |   |             | <b>ARKEOLOJİK KAZI GİDERLERİ</b>       |  |
|  |   |             | 03.4.4.01                              | Arkeolojik Kazı Giderleri (Yol hariç)  |
|  |   |             | 03.4.9.90                              | Arkeolojik Kazı Giderleri (Yolluk için)  |
|  |   |             | <b>HİZMET ALIMLARI</b>                 |  |
|  |   |             | 03.5.1.02                              | <b>Araştırma ve Geliştirme Giderleri (Anketör çalışma, misafir araştırmacı ziyaret Desteği, fotokopi çekimi)</b> |
|  |   |             | 03.5.1.05                              | <b>Harita Yapım ve Alım Giderleri</b>  |
|  |   |             | 03.5.1.90                              | Diğer Müşavir Firma ve Kişilere Ödemeler   |
|  |   |             | 03.5.3.03                              | Yük Taşıma Giderleri (Bedelsiz gelen cihazların taşınması)   |
|  |   |             | 03.5.4.01                              | İlan Gideri (İhalelerde)   |
|  |   |             | 03.5.5.02                              | Taşıt Kiralama   |
|  |   |             | *03.5.5.03                             | İş Makinası Kiralama   |
|  |   |             | *03.5.5.90                             | Diğer Kiralama Giderleri   |
| *03.5.9.90                                 | Diğer Hizmet Alımları   |             |  |  |
| <b>MAKİNE TEÇHİZAT VE YAZILIM ALIMLARI</b> |   |             |  |  |
| *03.7.1.02                                 | <b>Büro ve İşyeri Makine-Teçhizat (Tüm bilgisayar ve çevre birimleri, vb. mak. teçh.)</b> |             |  |  |
| 03.7.2.01                                  | <b>Bilgisayar Yazılım Alım ve Yapımı</b>  |             |  |  |
| 03.7.3.02                                  | <b>Makina Teçhizat Bakım ve Onarım Giderleri</b>  |             |  |  |
| <b>MAMUL MAL ALIMLARI</b>                  |   |             |  |  |
| 06.1.2.01                                  | Büro Makinaları Alımı   |             |  |  |
| 06.1.2.02                                  | <b>Bilgisayar Alımları</b>  |             |  |  |
| 06.1.2.04                                  | <b>Laboratuvar Cihazı Alımları (Demirbaş)</b>   |             |  |  |
| 06.1.2.90                                  | Diğer Makine Teçhizat Alımları  |             |  |  |
| 06.1.3.04                                  | <b>Laboratuvar Gereçleri Alımları (Küçük El Aletleri )</b>                                |             |  |  |
| 06.1.3.90                                  | Diğer Avadanlık Alımları  |             |  |  |

( \* ) Yapılacak ihalelerde ve gümrüklü işlerde kullanılacak bütçe tertipleridir, özel amaçlı kullanılamaz.

(This is an official form that should be filled in Turkish. This version in English is to be used as reference only.)

(APPENDIX 18)  
FIXED TERM CONTRACT

This contract is signed between the personnel named..... who will take part as.....in the.....project supported by the Boğaziçi University Rectorate, for the conduct of which project director .....is responsible, and the Boğaziçi University Rector, under the below mentioned conditions.

“Institution” mentioned in the contract stands for “Boğaziçi University”, “Project” stands for....., “Project Coordinator” stands for.....and the “Beneficiary” stands for the temporary staff.

**Clause 1-** The beneficiary undertakes that he/she will perform the duties requested by the project director related to the project in the places indicated by the Rectorate within the frame of the legislations and orders.

**Clause 2-** The beneficiary cannot declare the classified information he/she acquired during his post without the Rectorate’s permit even if he/she has quit his post.

**Clause 3-** The working hours and duration valid for the beneficiary is the same as determined for the government officials. However, the beneficiary has to work until he/she finishes the work he/she was assigned even it may exceed the normal working hours. He/she will not be entitled to any extra payment for the time exceeding the normal working hours and time worked during the weekend.

**Clause 4-** The beneficiary will be paid (.....) TL gross salary every month through the contract duration for his/her services. In case of quittance before the end of the month, except for the cases where the beneficiary should be put on monthly salary in accordance with the SGK Law ruling no.506 or termination of contract due to death, the rest of the salary is officially retrieved from the beneficiary.

The beneficiary cannot be disbursed under any name other than “contract salary”.

**Clause 5- In case the beneficiary is appointed temporarily to a place other than his/her place of duty, his/her daily pay and travel allowances are calculated according to the principles determined in Travelling Expenses Law no.6245 prepared for 4.grade government officials.**

**Clause 6-** The beneficiary cannot get any other outside paid job.

**Clause 7-** The personnel with project service duration of from one year to ten years are granted twenty days and the personnel with project service duration more than ten years are granted thirty days of paid vacation annually. For conditions proved by the official doctor’s report, sick leave not exceeding 30 days annually may be granted. Temporary disablement allowance disbursed by the SGK due to a condition is deducted from the beneficiary’s salary.

Upon beneficiary’s request; 2 days, in case his wife gives birth, 3 days of casual paid leave each of the following incidents; his/her wedding, his/her child’s wedding; his/her mother’s, father’s, spouse’s, child’s or sibling’s death, are granted.

**Clause 8-a)** The Rector declares the termination of the contract to the beneficiary after the letter of the project director stating that his/her services is not needed any more reaches the Rectorate. The contract terminates following the declaration.

b) If the beneficiary under this contract is identified to be incompliant with the Decree dated 06/06/1978 no.7/15754, he/she is notified by the Rectorate in writing. The contract terminates on the date mentioned on the notification.

c) Contracting parties may revoke the contract without showing any reason in case they notify one month ahead.

d) The contract terminates automatically on the date when the beneficiary finishes the age 65.

**Clause 9-** All the expenses related to the contract (except the stamp tax) are covered by the Rectorate.

**Clause 10-** The disputes initiating from this contract are to be solved in Istanbul Courts.

**Clause 11-** This contract is effective on .././20.. and terminates automatically on .././20.. not exceeding the project end date.

**Clause 12-**

This contract is signed according to the Law no.657, article 4/B and the different 14<sup>th</sup> article of the Decree dated 06/06/1978 no.7/15754. The issues not mentioned in this contract are subject to Utilization and Accounting of Grants Differentiated for Scientific Research Projects by Transferring to the Special Account in Higher Education Institutions Budgets and Principles and Procedures Pertaining to the Processes of the Special Account”.

**Project Director**

**Temporary Personnel**

**Rector**  
**Prof. Gülay BARBAROSOĞLU**

(This is an official form that should be filled in Turkish. The version in English is to be used as reference only.)

**(APPENDIX 18)**  
**BİLİMSEL PROJEDE, PROJE SÜRESİNİ GEÇMEMEK VE**  
**İLGİLİNİN HİZMETİNE İHTİYAÇ DUYULAN SÜRE KADAR ÇALIŞACAK**  
**SÖZLEŞMELİ PERSONELLE BOĞAZİÇİ ÜNİVERSİTESİ REKTÖRLÜĞÜ ARASINDA İMZA EDİLEN HİZMET SÖZLEŞMESİ**

Boğaziçi Üniversitesi Rektörlüğü'nce desteklenen .....  
..... projesinin yürütülmesinden sorumlu proje koordinatörü ..... projesinde ..... görevini ifa edecek olan ..... ve Boğaziçi Üniversitesi Rektörü arasında aşağıdaki şartlarda bu hizmet sözleşmesi yapılmıştır.

Sözleşmede geçen "Kurum" deyimi Boğaziçi Üniversitesi, "Proje" deyimi ..... "Proje Koordinatörü" deyimi ..... "İlgili" deyimi ..... isimli sözleşmeli personeli tanımlamaktadır.

**Madde 1-** İlgili, Rektörlükçe gösterilecek görev yerlerinde mevzuat ve verilecek emirler çerçevesinde proje koordinatörü tarafından proje ile ilgili olarak kendisine verilen tüm işleri yapmayı taahhüt eder.

**Madde 2-** İlgili, görevi sırasında edindiği gizli bilgileri, görevinden ayrılma bile Rektörlüğün izni olmadan açıklayamaz. İlgili, görevi sona erdiği zaman elinde bulunan Rektörlüğe ait araç, gereç ve belgeleri geri vermek zorundadır.

**Madde 3-** İlgilinin çalışma saat ve süresi, devlet memurları için saptanan çalışma saat ve süresinin aynıdır. Ancak, ilgili kendisine verilen işleri bitirene kadar, normal çalışma saatleri dışında da çalışmak zorundadır. Normal çalışma saatleri dışında veya tatil günlerinde yapacağı çalışmalar karşılığında ilgiliye herhangi bir ek ücret ödenmez.

**Madde 4-** İlgiliye, yapacağı hizmete karşılık sözleşme süresince her ay brüt (.....) TL ücret ödenir. Ay sonundan önce ayrılmalarda, 506 sayılı Sosyal Sigortalar Kanunu hükümlerine göre aylık bağlanması veya ölüm sebebiyle sözleşmeye son verilmesi halleri dışında, kalan günlere düşen ücret tutarı ilgiliden re'sen geri alınır.

İlgiliye, sözleşme ücreti dışında herhangi bir ad altında ödeme yapılamaz.

**Madde 5-** İlgili, görev yeri dışında geçici olarak görevlendirildiğinde gündelik ve yol giderleri, 4 üncü derece Devlet memurları için 6245 sayılı Harcırah Kanunu ile tespit edilen esaslara göre hesaplanır.

**Madde 6-** İlgili, dışarıda kazanç getirici başka bir iş yapamaz.

**Madde 7-** Projede hizmet süresi, bir yıldan on yıla kadar olan personele yirmi gün, on yıldan fazla olanlara otuz gün ücretli yıllık izin verilir. Resmi tabip raporu ile kanıtlanan hastalıklar için yılda 30 gün geçmemek üzere ücretli hastalık izni verilebilir. Hastalık sebebiyle, Sosyal Sigortalar Kurumunca ödenen geçici iş göremezlik ödeneği ilgilinin ücretinden düşülür.

İlgilinin isteği üzerine; eşinin doğum yapması halinde iki gün, kendisinin veya çocuğunun evlenmesi, annesinin, babasının, eşinin, çocuğunun veya kardeşinin ölümü halinde her olay için üç gün ücretli mazeret izni verilir.

**Madde 8-a)** Proje koordinatörünün, ilgilinin projeye sunacağı hizmete ihtiyaç kalmadığını belirten yazısının Rektörlüğe ulaşmasını müteakip, sözleşmenin feshi Rektör tarafından ilgiliye bildirilir. Bildirimi müteakip sözleşme sona erer.

b) İlgilinin, bu sözleşme ile 6.6.1978 gün ve 7/15754 sayılı Kararname hükümlerine aykırı davranışı tespit edildiğinde, bu durumu Rektörlükçe ilgiliye yazılı olarak tebliğ edilir. Tebligatta belirtilecek günden geçerli olmak üzere sözleşme sona erer.

c) Taraflar, bir ay önce ihbar etmek şartıyla sebep göstermeksizin sözleşmeyi feshedebilir.

d) İlgilinin, 65 yaşını doldurduğu tarihte hiçbir işleme gerek kalmaksızın sözleşmesi sona erer.

**Madde 9-** Sözleşme düzenlenmesinin gerektirdiği her türlü giderler (damga vergisi hariç) Rektörlükçe karşılanır.

**Madde 10-** Bu sözleşmeden doğacak uyuşmazlık İstanbul Mahkemelerince çözümlenir.

**Madde 11-** İşbu sözleşme ....../..... tarihinde başlar, proje bitim tarihini geçmemek kaydıyla ..... tarihinde kendiliğinden sona erer.

**Madde 12-** Bu sözleşme, 657 sayılı Kanunun 4/B maddesi ve 6.6.1978 tarih ve 7/15754 sayılı Kararnamenin değişik 14.maddesi uyarınca akdedilmiştir. Bu sözleşmede yer almayan hususlar hakkında anılan Kararname hükümleri ile 2547 Sayılı Yükseköğretim Kanununa 25.06.2009 tarihli ve 5917 Sayılı Kanunun 21. maddesiyle eklenen Ek 28. madde hükmüne dayanılarak hazırlanan "Yükseköğretim Kurumları Bütçelerinde Bilimsel Araştırma Projeleri İçin Tefrik Edilen Ödeneklerin Özel Hesaba Aktarılması, Muhasebeleşmesi İle Özel Hesabın İşleyişine İlişkin Esas ve Usuller" çerçevesinde işlem yapılır.

**Proje Yürütücüsü**

**Sözleşmeli Personel**

**Rektör**  
**Prof. Dr. Gülay BARBAROSOĞLU**

(This is an official form that should be filled in Turkish. This version in English is to be used as reference only.)

(APPENDIX 19)  
SGK EMPLOYMENT PROCEDURES FORM

TO THE ATTENTION OF BAP FINANCIAL COORDINATORSHIP

Personnel employment permit has been granted by the BAP Committee decision dated .././20.. no. ....for the .....project, no.....that I have been conducting as the project director.

I hereby declare that.....is not working in another institution or company on salary basis and kindly request you to launch the necessary employment procedures.

**Project Director**

Name - Surname :

Signature :

**The Employed Personnel's**

Name - Surname :

SGK No :

Contact Address :

Phone No :

E-mail :

**Addendum:** Photocopy of the ID card

(This is an official form that should be filled in Turkish. The version in English is to be used as reference only.)

(APPENDIX 19)  
SGK İŞE GİRİŞ İŞLEM FORMU

**BAP MALİ KOORDİNATÖRLÜĞÜNE**

..... nolu ve ..... konulu yürütücüsü bulunduğum proje kapsamında ..... tarih ve .....sayılı BAP Komisyonu kararı ile personel çalıştırma izni verilmiştir.

Aşağıda kimlik bilgileri bulunan ..... nın başka bir kurum veya kuruluştta ücret karşılığı çalışmıyor olduğunu beyan eder, işe giriş işlemlerinin başlatılması konusunda gereğini rica ederim.

**Proje Yürütücüsü**

Adı- Soyadı :

İmza :

**İşe Başlayacak Personelin**

Adı - Soyadı :

SGK No :

İletişim :

Telefon :

E-mail :

**Ek:** Nüfus cüzdanı fotokopisi

(This is an official form that should be filled in Turkish. This version in English is to be used as reference only.)

(APPENDIX 20)  
SGK EXIT PROCEDURES FORM

TO THE ATTENTION OF BAP FINANCIAL COORDINATORSHIP

I would kindly request you to launch the SGK exit procedures of..... who has been working in the .....project, no. ....I have been conducting, as of .././20..

**Project Director**

Name - Surname :

Signature :

**Project Personnel's**

Name-Surname :

T.C. ID No :

SGK No :

Contact Address :

Phone No :

E-mail :

**NOTE:** Submit attached to the last filled "Personnel Employment Information Form".

This is an official form that should be filled in Turkish. The version in English is to be used as reference only.)

(APPENDIX 20)  
SGK İŞTEN ÇIKIŞ İŞLEM FORMU

BAP MALİ KOORDİNATÖRLÜĞÜNE

.....nolu ve.....konulu yürütücüsü bulunduğum  
proje kapsamında çalışan.....nın ...../...../20.....tarihi itibariyle SGK çıkış işleminin yapılması  
konusunda gereğini rica ederim.

**Proje Yürütücüsü**

Adı– Soyadı :

İmza :

**Proje Personeli**

Adı-Soyadı :

T.C. Kimlik No :

SGK No :

İletişim :

Telefon :

E-mail :

**NOT:** En son doldurulan “Personel Çalıştırma Bilgi Formu” ekinde gönderiniz.

**(APPENDIX 21)**  
**TEMPLATE FOR THE PROJECT PERIODIC REPORT**

The Template for the Project Periodic Report is accessible via the “**Bilim İnsanı Portalı**” [Scholar Portal] and it must be downloaded from there.

Data in Sections “**General Summary**” and “**Transactions**” are filled-in by the system automatically, do not alter, add or delete any information in these sections.

The project director will input the overview of the progress and achievements of the work and other necessary information for the reporting period starting with Section 3.

The completed report, together with the deliverables of the project, if any, can be uploaded via the portal in zip/.rar file format.

**1. GENERAL SUMMARY**

|              |  |
|--------------|--|
| Project Code | 5000   |
| Title        | Template for the BAP Project Periodic Report |
| Director     | AHMET YAZAR                                  |

**PROJECT DURATION**

| <u>Starting Date</u> | <u>Completion Date</u> | <u>Additional Time<br/>Granted</u> | <u>Final of Date<br/>Completion</u> | <u>Report Period</u>  |
|----------------------|------------------------|------------------------------------|-------------------------------------|-----------------------|
| 01/01/2010           | 01/01/2012             | 12                                 | 01/01/2012                          | 01/01/2010-01/01/2011 |

**PROJECT FINANCIAL REPORT**

| <u>Amount Granted by BAP<br/>Commission</u> | <u>Amount Granted by Others</u> | <u>Amount Spent</u> | <u>Amount Left</u> |
|---|---------------------------------|---------------------|--------------------|
| 11000                                       | 0                               | 7000                | 4000               |

**2. TRANSACTIONS**

| <u>Account Code/Name</u>   | <u>Type of Activity</u>                 | <u>Amount</u>  |
|--|---|----------------|
| • 01.2.1.90. Diğer Sözleşmeli Personel Ücretleri                             | Blocked Amount for “istek fişi” no.1000 | 1000 TL        |
|  | Blocked Amount for “istek fişi” no.1001 | 1000 TL        |
|  | Blocked Amount for “istek fişi” no.1002 | 1000 TL        |
|  | Blocked Amount for “istek fişi” no.1003 | 1000 TL        |
| • 03.2.6.01. Laboratuvar Malzemesi ile Kimyevi ve Temrinlik Malzeme Alımları | Blocked Amount for “istek fişi” no.1004 | 1000 TL        |
|  | Blocked Amount for “istek fişi” no.1005 | 1000 TL        |
| • 03.7.1.02. Büro ve İşyeri Makine ve Techizat Alımları                      | Blocked Amount for “istek fişi” no.1006 | 1000 TL        |
| <b>TOTAL</b>   |   | <b>7000 TL</b> |

### FINANCIAL REPORT

| <u>Sections</u>  | <u>Total Funds</u> | <u>Total Supplementary Funds</u> | <u>Total Costs</u> | <u>Remaining Funds</u> |
|--|--------------------|----------------------------------|--------------------|------------------------|
| 1.2 - Sözleşmeli Personel  | 6000               | 0                                | 4000               | 2000                   |
| 3.2 - Tüketime Yönelik Mal ve Malzeme Alımları                   | 3000               | 1000                             | 2000               | 2000                   |
| 3.7 - Menkul Mal, Gayrimaddi Hak Alım, Bakım ve Onarım Giderleri | 1000               | 0                                | 1000               | 0                      |
| <b>TOTAL</b>   | <b>10000</b>       | <b>1000</b>                      | <b>7000</b>        | <b>4000</b>            |

### 3. PROBLEMS ENCOUNTERED DURING COURSE OF PURCHASING

### 4. PROGRESS REPORT

### 5. ("BC" TYPE PROJECTS)

Detailed information about the activities in the context of the COST action involved.

### 6. ("D" TYPE PROJECTS)

1. Name of the student
2. Progress of the thesis in line with the project

### 7. DELIVERABLES FOR THE PERIOD

#### I. Scientific Publications

- a. Books
- b. Scientific papers in international journals
- c. Scientific papers in national journals
- d. Conference papers/presentations in international conferences/symposiums
- e. Conference papers/presentations in national conferences/symposiums
- f. Technical reports, short notes and other published work

#### II. Theses and Senior-year Projects

(List of M.S./M.A.,Ph.D. theses and senior-year projects; the names of the students, the thesis/project titles and the status of the theses must be provided.)

#### III. Software and Hardware Products

(List of software and hardware products, illustrations, diagrams or photographs of the hardware products must be provided.)

#### IV. Patents

(Number and title must be provided.)

### 8. IF APPLICABLE, EXPLAIN THE REASONS FOR NOT BEING ON SCHEDULE

### 9. RESEARCH PLAN FOR THE NEXT PERIOD

(APPENDIX 22)

TEMPLATE FOR THE PROJECT FINAL REPORT

The Template for the Project Final Report is accessible via the “*Bilim İnsanı Portalı*” [Scholar Portal] and it must be downloaded from there.

Data in Sections “*General Summary*” and “*Transactions*” are filled-in by the system automatically; do not alter, add or delete any information in these sections.

The project director will input the overview of the progress and achievements of the work and other necessary information starting with Section 3.

The completed report together with the deliverables of the project, if any, can be uploaded via the portal in zip/.rar file format.

1. GENERAL SUMMARY

|              |   |
|--------------|---|
| Project Code | 5000                                      |
| Title        | Template for the BAP Project Final Report |
| Director     | AHMET YAZAR                               |

PROJECT DURATION

| <u>Starting Date</u> | <u>Completion Date</u> | <u>Additional Time Granted</u> | <u>Final of Date Completion</u> | <u>Date of Submission of Report</u> |
|----------------------|------------------------|--------------------------------|---------------------------------|-------------------------------------|
| 01/01/2010           | 01/01/2012             | 12                             | 01/01/2012                      | 01/01/2010-01/01/2011               |

PROJECT FINANCIAL REPORT

| <u>Amount Granted by BAP Commission</u> | <u>Amount Granted by Others</u> | <u>Amount Spent</u> | <u>Amount Left</u> |
|---|---------------------------------|---------------------|--------------------|
| 11000                                   | 0                               | 7000                | 4000               |

PROJECT SUMMARY AND THE KEY WORDS

|  |
|--|
| Özet(En Çok 70 Kelime): The “ <i>Özet</i> ” in the project proposal is automatically copied here.(Please update) |
| Anahtar Kelimeler: The “ <i>Anahtar Kelimeler</i> ” in the project proposal is automatically copied here         |
| Abstract(maximum 70 words): The “ <i>Abstract</i> ” in the project proposal is automatically copied here.        |
| Keywords: The “ <i>Keywords</i> ” in the project proposal is automatically copied here                           |

## 2. TRANSACTIONS

| <u>Account Code/Name</u>   | <u>Type of Activity</u>                 | <u>Amount</u> |
|--|---|---------------|
| • 01.2.1.90. Diğer Sözleşmeli Personel Ücretleri                             | Blocked Amount for “istek fişi” no.1000 | 1000 TL       |
|  | Blocked Amount for “istek fişi” no.1001 | 1000 TL       |
|  | Blocked Amount for “istek fişi” no.1002 | 1000 TL       |
|  | Blocked Amount for “istek fişi” no.1003 | 1000 TL       |
| • 03.2.6.01. Laboratuvar Malzemesi ile Kimyevi ve Temrinlik Malzeme Alımları | Blocked Amount for “istek fişi” no.1004 | 1000 TL       |
|  | Blocked Amount for “istek fişi” no.1005 | 1000 TL       |
| • 03.7.1.02. Büro ve İşyeri Makine ve Techizat Alımları                      | Blocked Amount for “istek fişi” no.1006 | 1000 TL       |
| <b>TOTAL</b>   |   | 7000 TL       |

## FINANCIAL REPORT

| <u>Sections</u>  | <u>Total Funds</u> | <u>Total Supplementary Funds</u> | <u>Total Costs</u> | <u>Remaining Funds</u> |
|--|--------------------|----------------------------------|--------------------|------------------------|
| 1.2 - Sözleşmeli Personel  | 6000               | 0                                | 4000               | 2000                   |
| 3.2 - Tüketime Yönelik Mal ve Malzeme Alımları                   | 3000               | 1000                             | 2000               | 2000                   |
| 3.7 - Menkul Mal, Gayrimaddi Hak Alım, Bakım ve Onarım Giderleri | 1000               | 0                                | 1000               | 0                      |
| <b>TOTAL</b>   | 10000              | 1000                             | 7000               | 4000                   |

## 3. PROBLEMS ENCOUNTERED DURING COURSE OF PURCHASING

### 4. PROGRESS REPORT

(This section has to include all the following distinct parts.)

1. Introduction, description and the objectives of the project,
2. Relevant theory and the methods/techniques used,
3. Scientific findings and results (if required, with tables, figures and graphics),
4. Discussion of the results and conclusions

### 5. (“BC” TYPE PROJECTS)

Detailed information about the activities in the context of the COST action involved.

### 6. (“D” TYPE PROJECTS)

1. Name of the student
2. Progress of the thesis in line with the project

### 7. LIST OF DELIVERABLES

#### I. Scientific Publications

- a. Books
- b. Scientific papers in international journals
- c. Scientific papers in national journals

- d. Conference papers/presentations in international conferences/symposiums
- e. Conference papers/presentations in national conferences/symposiums
- f. Technical reports, short notes and other published material

#### **II. Theses and Senior-year Projects**

(List of M.S./M.A.,Ph.D. theses and senior-year projects; the names of the students, the thesis/project titles and the status of the theses must be provided.)

#### **III. Software and Hardware Products**

(List of software and hardware products; illustrations, diagrams or photographs of the hardware products must be provided.)

#### **IV. Patents**

(Number and title must be provided.)

### **8. IF APPLICABLE, EXPLAIN THE REASONS FOR NOT BEING ON SCHEDULE**

### **9. ATTACHMENTS**

Besides the electronic submission, the hard copy of the project report, placed inside the BAP final report cover pages and signed by the project director, has to be submitted to “BAP İdari Koordinatörlüğü” [BAP Administrative Coordinatorship]. The hard copy of the report has to contain a copy of the published work listed in the deliverables, as well as a copy of the cover pages, the abstract, the table of contents and the acknowledgement pages of the theses/senior-year project reports. A CD containing the final report and the published work has to accompany the hard copy of the report.

Please acknowledge the support of Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri (BAP) [Boğaziçi University Scientific Research Projects] for any published or to be published work relating to the foreground of the project by citing the project code number; and then include these publications in the database via the “Bilim İnsanı Portalı ve Yaşam Döngüsü Uygulaması” [Scholar Portal and Life Cycle Application].

**Project Director,**

**Name and Surname**

**Signature**

**AHMET YAZAR**

\*\*\*\*\*