



**Translated by
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FOREWORD

In the strategic plan of Boğaziçi University for the years of 2020-2024, the main strategic goals were set as “Strengthening the culture of science, research, creativity and innovation at the University” and “Increasing the resources and effectiveness of research”. The main target of the Scientific Research Projects (BAP) is to encourage qualified scientific research in line with the strategic goals mentioned in the strategic plan of our University, to encourage research life and to extend research culture in all the academic units of the University, and to create research synergy both internal and external to the University via BAP projects.

The Boğaziçi University BAP Committee, under the defined principles, utilizes all of its resources to support research projects for the purpose of creating new opportunities in research life both in the long-term within the framework of the strategic plan of the University and in the short-term concerning the current research activities; presents all available resources to the use of the Faculty and the researchers and gives priority to providing special support to the Faculty at the beginning of their careers. The Committee also supports, with special calls, the multidisciplinary research, that would open new areas of research and through collaborations, would enrich the research environment and would create research synergy in the campus; the attempts to strengthen the research infrastructure of the University; the strategic research in social sciences or humanities that would prospectively contribute to the creative solution policies; and the advanced technologies application and development studies aiming to apply for prototype production and/or patent/utility models.

BAP budget is made up of grants allocated by the government and revenues acquired from Executive and Other Graduate Programs and Revolving Funds. Budget sources are planned to be increased.

BAP provides significant amount of resources to the research activities in our University. In the years of 2016-2021, the value of BAP supported projects realized as TL 41.388.998 with a share of 12 % in the total research budget of TL 347.473.566.

In the year of 2021, BAP Committee granted a start-up budget of TL 9.131.587,31 to 80 newly approved projects; together with the additional budget supports and supports granted to projects started before 2021, a total of TL 12.922.724 was granted to all ongoing projects.

The Scientific Research Projects Handbook, prepared in order to explain how the BAP Committee operates; to provide information about the new projects and the support types that would meet the changing research needs, to give guidance in project preparation period and project application progression steps which have been processed online in “**Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması**” [Scholar Portal and Project Life Cycle Application] has been updated to include the BAP principles and application rules for the year of 2022. We wish this new version will be helpful to all the researchers in our University. We would like hereby to thank the members of the BAP Committee and the BAP Administrative and Financial Coordinators for their effort in the preparation of the handbook.

BAP Committee

SCIENTIFIC RESEARCH PROJECTS -A BRIEF INTRODUCTION

Boğaziçi University Research Fund, which replaced the Research Center that had existed since the foundation of our University, was established in 1985 under Law no.2547, and took the name of Boğaziçi University Scientific Research Projects (BAP) in 2002, again by operation of law.

BAP consists of three main entities: BAP Committee, BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) and BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü). Administrative and financial operations pertaining to the research projects supported by the BAP Committee are carried out by the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) and the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü), respectively.

BAP Committee

Evaluating the project applications, monitoring/supervising the ongoing projects through regular assessment of periodic reports, making decisions about all the requests regarding the projects, and finalizing the projects are activities that lie under its responsibility. All decisions related to projects are taken in accordance with the provisions of the Regulation for Scientific Research Projects in Higher Education Institutions (Official Gazette: November 26, 2016 Gazette No. 29900, Official Gazette: January 26, 2018 Gazette No. 30313 and Official Gazette: July 16, 2020 Gazette No. 31187) and the rules and principles of the BAP Committee taken within the framework of these provisions. BAP Committee evaluates the applications for the Doctorate Dissertation Awards granted to encourage research activities and to reward the young and successful researchers at the start of their careers; and upon the assignment of the Üniversite Yönetim Kurulu (ÜYK) [University Executive Board], determines which project proposals will be submitted by the University itself and which projects the University will be a partner of or contributor to, in reply to the calls made by the companies and/or institutions.

The BAP Committee of Boğaziçi University is made up of total of 11 academicians; the head who is either the Rector or a Faculty member assigned by the Rector, 8 full-time Faculty members selected by the Governing Board and 2 Institute Board members to be proposed by the Institute for Graduate Studies in Sciences and Engineering and the Institute for Graduate Studies in Social Science. The head of the Members of the Committee are appointed for four years with consideration given to the balance between the active research areas in the University.

The Directive of the Scientific Research Committee was approved by the Senate on Jan 9, 2017 under meeting no. 2017-02.

BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü)

The BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) provides support to the project directors regarding the administrative and the academic processes like online applications, assessment, execution, and finalization of the research projects supported by the BAP Committee through the “Scholar Portal and Project Life Cycle Application”, carries out the operations related to the decisions to be taken by the BAP Committee, and relays the decisions to the directors. The web page of the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) may be reached via the link <https://arastirma.boun.edu.tr/tr>

BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü)

The BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) realizes, in accordance with the relative regulations, directly or via tendering, all domestic or international goods and services procurement needs of both the BAP projects internally supported by the BAP Committee and the projects supported by non-university funds like Presidential Strategy and Budget Department [Cumhurbaşkanlığı Strateji

ve Bütçe Başkanlığı (CBSBB)], İstanbul Development Agency (ISTKA), TÜBİTAK, EU (AB) (FP7 and H2020) and other social funds. It also realizes the registration and the financial monitoring of the project funds, and the transactions regarding the domestic/international travel allowance disbursements. The Procurement Department Directorate (Satın Alma Şube Müdürlüğü), the Budget and Accrual Service Unit (Bütçe Tahakkuk Servis Birimi) and the Support Unit for Other National and International Projects (Diğer Ulusal ve Uluslararası Proje Destek Birimi) operate under the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü), which also coordinates the transactions for scholarships and monthly payments of research personnel. The web page of the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) may be reached via the link <https://arastirma.boun.edu.tr/tr>

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SCIENTIFIC RESEARCH PROJECTS SUPPORTING PRINCIPLES

The objective of the BAP Committee is to encourage research in all academic units of the University, to extend the research culture 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

BAP project support is provided to all full-time Boğaziçi University faculty members and full time Boğaziçi University employees with a doctoral degree. A project starts after the project application is assessed in the light of the reviewer's report and accepted by the BAP Committee and consequently the project contract is signed by the project director and the Rector or the Committee Head representing the Rector and is finalized by the project final report submitted by the project director. The application and the final report are inseparable parts of the project. Project director who signs the contract is responsible for the progression, coordination, all administrative-financial processes and the finalization of the project in the face of the BAP Committee.

In project applications made by using the Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması [Scholar Portal and Project Life Cycle Application] (will be referred to as "**Bilim İnsanı Portalı**" [Scholar Portal] in the sequel), the BAP Committee accepts new project applications in types "Standart (P Code)" [Standard (P Code)], "Doktora (D Code)" [Doctorate (D Code)], "Tamamlayıcı Destek (M Code)" [Complementary Support (M Code)] and "Start-up (SUP Code)" in call periods and dates without any restriction.

"Standard (P Code)", "Doctorate (D Code)", "Complementary Support (M Code)" and "Start-up (SUP Code)" type applications may be made anytime within a year over the "**Bilim İnsanı Portalı**" [Scholar Portal] complying with the condition "A BAP project director may have maximum two projects simultaneously; one being a Complementary Support Project (M Code) or being a Doctorate Project (D Code)" (cf. Table 1 and Table 2). Under this condition, a project director may have two different "Doctorate (D Code)" projects related to the research of two different doctoral students or may have two "Complementary Support (M Code)" projects, each under a different externally supported project.

Table 1: The conditions on deliverability of second project applications according to their types

Standard (P Code)	D Code or M Code
Doctorate (D Code)	P Code or D ⁽¹⁾ Code or M Code or R Code or S Code or TUG Code or SBA Code
Complementary Support (M Code)	P Code or D Code or M ⁽²⁾ Code or R Code or S Code or TUG Code or SBA Code
Multidisciplinary (R Code)	D Code or M Code
Infrastructure (S Code)	D Code or M Code
Advanced Technologies Application and Development Project Support (TUG Code)	D Code or M Code
Strategic Research in Social Sciences and Humanities Project Support (SBA Code)	D Code or M Code

Start-Up (SUP Code)	D Code or M Code
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(1) It is possible to direct simultaneously, two different "D" code projects related to the research of two different students.

(2) It is possible to conduct simultaneously two different "M" code Projects under two different externally supported projects.

Post-doc researchers working full-time in projects, that aim to nurture researchers such as Center for Life Sciences and Technologies, Social Policy Forum (SPF) and Academician Development in Information and Communications Technologies (TAM) may apply for "Standard (P Code)" Project. These researchers cannot be simultaneously employed as research personnel in other BAP projects but they can take part on the project team. Post-doc researchers may have access to the Scholar Portal

[Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması] after being identified to the portal by "BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü)".

- a. In project applications, a full-time Boğaziçi Üniversitesi Faculty member should be mentioned as a co-director and the co-director has to submit a support letter for the project. (This project will not be considered among the mentioned member's project number limit.)
- b. Applicants may apply only for "Standard (P Code)" Project.
- c. Project period is 12 months.
- d. Only after the acceptance of the project final report, new projects will be assessed.
- e. Project budget ceiling [The minimum VAT included annual budget ceiling for the "Standard (P Code)" project] for the year 2022 has been determined as **TL 90.000 (VAT included) per annum**.
- f. Research personnel cannot 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 director has priority in utility of the hard-wearing movable property (equipment-materials), the liability belongs to the co-director.

As per University Senate's meeting dd. Apr.3, 2019 no. 2019-04; based on the 14th article of the "Legislation for Making Amendments in Laws and Decree-laws for Improving Industry and Supporting Production" no.7033 published in the Official Gazette dd. Jul.1,2017 no. 30111 and based on the amendments made on 30th article of the Higher Education Law no.2547 "Procedures and Principles on Contract-Basis Employment of Faculty Surpassed the Retirement Age Limit", Faculty that has surpassed the retirement age limit and currently working under contract;

- a. May proceed as director in the ongoing "D" Code Doctorate Projects and in case there is an ongoing doctorate thesis advisorship, may apply for "D" Code Doctorate Project,
- b. May apply for "M" Code Complementary Support Project,
- c. May not apply for "P" Code Standard Project Support, "R" Code Multidisciplinary Project Support, "S" Code Infrastructure Project Support, "TUG" Code Advanced Technology Application and Improvement Project Support and "SBA" Code Social and Human Sciences Strategic Research Project Support.

1.1.1. Standard Project Support (P Code Projects)

The objective is to provide support to all full-time faculty members and full-time employees with a doctoral degree. New applications of faculty members who had received support for their previous projects are reviewed according to their previous deliverables (journal paper, conference papers, theses etc.) and qualification and amount of support received from other resources. **An international meeting participation support** may be granted once a calendar year **to one graduate student (MS, MA or Ph.D.)** who is on the project team (*those students who are included in the team after the*

project attains an ongoing status will not benefit from this grant) of a **“Standard (P Code)” project** provided that he/she owns studentship rights and will present a paper. The travel support is provided as an additional support apart from the project budget ceiling and 25% additional budget. (You may reach the travel, registration, daily allowance and accommodation budget ceilings through [**“Bilimsel Toplantılara Katılım (Konferans, Sempozyum, Kongre) Desteği”**] [**Participation to Scientific Meetings Support**] under Project Requests.

1.1.2. Doctorate Project Support (D Code Projects)

This is designed to support the research projects related to the doctoral theses in departments that offer doctoral programs. Doctoral students are expected to have successfully passed the thesis proposal stage. It is required to annex the doctorate thesis proposal and the related official board report to the project proposal. It is not possible to apply for a doctorate project if the graduate student has surpassed the maximum study period. It is not possible to simultaneously support more than one “D” code project related to the research of the same doctoral student. A second “D” code project related to the research of a doctoral student during his/her doctoral study period can be directed only provided that that they are not simultaneous. **“D” code project application can only be made by the thesis advisor of the doctoral student** and be conducted in relation with the thesis of the mentioned student. “Doctorate (D Code)” projects can only be transferred to the **thesis co-advisor** who is on the project team. Only the doctoral student related to the “D” code project can be employed as research personnel (under full SGK coverage)/scholarship student in the project. Only doctoral students are financially supported in “D” code projects. In case the doctoral student leaves the project, the project is terminated.

“Doctorate (D Code)” projects not only enable researcher to be project directors for a second project but also provide financial support to the related doctoral student to attend scientific meetings and foreign fieldwork. Thereby, it is expected that the related thesis student should have a comprehensive contribution to the research in these projects. The BAP Committee evaluates the impact of this contribution through project periodic and final reports by considering the following additional information. In case this additional information is not provided in the report, it is requested from the project director. At the time of BAP Committee evaluation of “D” code project periodic reports, the project progress reports and the institute approvals are expected to be annexed to the report.

It is expected that the following information and annexes are present in the final reports of the “D” code projects when submitted to the BAP Committee for evaluation:

- If the thesis is completed; it should be annexed to the project final report and acknowledgement to the related “D” code project should be given by citing the project code;
- If the thesis is not completed; information about the status of the thesis, the expected completion date, whether a new application for a “D” code project with the same student will be submitted or not should be provided; the research involved in the thesis related to the project should be explained in scientific reporting language; the project progress reports and institute approvals should be annexed to the report and the BAP Committee should be notified of the completion of the thesis.

Faculty that has surpassed the retirement age limit and currently working under contract under “Procedures and Principles on Contract-Basis Employment of Faculty Surpassed the Retirement Age Limit”, may proceed as director in the ongoing “D” code doctorate projects and in case there is an ongoing doctorate thesis advisorship, may apply for “D” code doctorate project.

1.1.3. Complementary Support (M Code Projects)

Complementary support is provided to the Faculty member, who as a director of an externally supported project, brings in permanent resources to the University. Projects that are accepted for support following the period of external reviewer’s assessment, the project director may apply to the BAP Committee for the “Complementary Project (M Code)” Support with the project proposal he/she presented to the external sources, the project acceptance document, the budget details accepted by the external source and BAP project proposal. Applications can be made anytime within a year as soon as the external resources are received. To apply for an “M” code project, the remaining time of the project supported by the external source is required to be over 12 months prior to termination. Two “Complementary Support (M Code)” projects can be ongoing simultaneously. It is not possible to apply for a second “Complementary Support Project (M Code)” with the same externally funded project.

In case the device requested under machines and equipment is a single, undividable one; the sum of the first, second and/or third year budgets may be rendered as the first year budget. However, additional budget, including the needs uprising from exchange rate differences may not be requested until the termination of the project, and in case the appliance mentioned in the project contract is not purchased, utilization of the budget for different purposes may not be requested.

Unless the ongoing project(s) is/are finalized, the new project application of a project director who has reached his/her project number limits is not put into process. The new project application is re-sent, over the system, to the project director as draft. *(Please refer to Table 1, under the heading Project Support Types, which illustrates the conditions of deliverability of a second project applications according to their types.)*

The scientific meeting participation support may be granted once a calendar year to one graduate student (MS, MA or Ph.D.) who is on the project team of a **Complementary Support (M Code) project** provided that he/she owns studentship rights and will present a paper. The travel support is provided as an additional support apart from the project budget ceiling and 25% additional budget. The principles and procedures for such support will be considered within the framework of the rules for supporting doctoral students in “D” code projects.

It is expected that the following points are taken into consideration when preparing the final reports for the “M code” projects submitted to the BAP Committee.

- a. The final report of the externally funded project should not be copied to the final report of the BAP project;
- b. The final project report to be submitted to the BAP Committee, should be prepared so as to clearly present the differences in the scientific content covered in the final report of the externally funded project, and to emphasize the supportive attributes of the project accepted by the BAP Committee;
- c. How the scientific content of the externally funded project is complemented should be explained and the findings should be given and evaluated specifying the differences between the studies carried out in the two projects.

Faculty that has surpassed the retirement age limit and currently working under contract under “Procedures and Principles on Contract-Basis Employment of Faculty Surpassed the Retirement Age Limit” may apply for a “M” Code Complementary Support project.

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 primarily within the campus. Having researchers from different disciplines in the project team is not sufficient for the project to be considered a “multidisciplinary” one. The project application should be prepared from a multidisciplinary perspective and should put forward the contributions of each discipline. It is expected that a comprehensive, detailed final report be presented and journal papers, presentations and the like be generated at the end of the project.

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. It is expected of the infrastructure projects that the machines and equipment be purchased, the calibrations be made, the preliminary tests with successful results be completed and they be ready for research. It is necessary that the calibration and preliminary test results are stated in the final report of the project. In case a software is purchased, the software should be in operating status and so this be stated in the final report. It is expected that, to all the journal papers derived from the research where the infrastructure purchased under the Infrastructure (S code) projects, the related BAP project under which the infrastructure was purchased be acknowledged with the code.

- a. Infrastructure projects should be prepared in a way not to need any additional budget. No additional budget will be provided.
- b. The total budget of the project is determined at the time of the application assessment.
- c. Consumption requests will be left out of assessment of the Infrastructure projects.
- d. No research personnel (under full SGK coverage) are employed or scholarship students assigned under these projects.
- e. The project should be planned to be completed in 12 months and budget should be requested only for the first year. In cases when the period of 12 months is not sufficient; a periodic report should be submitted to the BAP Committee to request additional time. No budget or additional budget can be requested if the BAP Committee grants additional time.

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 final 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 Code Projects)

Projects under this heading are the ones that will satisfy one of the following goals: the development of new products or technology; the domestic application of a recently developed technology in the world; 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 patent/utility model should be among the objectives of the project. It is expected that a comprehensive, detailed final report be presented and journal papers,

presentations and the like be generated at the end of the project. It is possible to enable the continuance of the research by applying for a new TUG project after the termination of the related project.

1.1.8. Start-Up Project Support (SUP Code Projects)

Faculty members with a doctorate degree, associate professors, and professors who have been appointed and taken office **after 01.01.2022** are eligible for “Start-Up (SUP Coded)” project support in case they apply in maximum 18 months after they start to work on full time basis. The purpose of this support is to provide seed-money to the new Faculty members who have recently started work to utilize in their unique and effective research activities.

“Start-Up (SUP Code)” project application should be the first project application of the director after his/her appointment and the start of fulltime work at this position. In case the first project application is made for one of the other project types or the application is not made in the mentioned period, the “Start-Up (SUP-code)” project application right is lost; retrospective request of rights will not be granted. Only in case the project director submits a document to the BAP Committee regarding military service leave, maternity leave or a long-term health leave with a petition, project application date may be postponed by the count of the leave days upon evaluation.

- a. Project period is minimum 12 months and maximum 30 months.
- b. No additional time or budget (except for travel, exchange rate difference and publication support) will be granted.
- c. The budget for publication support will be evaluated on project basis in case the additional budget is requested within the related ceilings.
- d. If justified within the project, research personnel (under full SGK coverage) may be employed/scholarship student may be assigned to the project. However, research personnel may not be employed simultaneously.
- e. Consumption requests (toner, paper etc. provided by the department/unit that the Faculty member is appointed at) will be not be supported.
- f. The revision responses by the project directors to the BAP Committee should be submitted within the duration indicated in the decision taken by the BAP Committee. In cases the review processes are not completed within the indicated time periods, the related project applications are re-sent over the system to the project director as draft. Only in case the project director submits a document to the BAP Committee regarding military service leave, maternity leave or a long-term health leave with a petition, project application date may be postponed by the count of the leave days upon evaluation.
- g. The Faculty members with a doctorate degree, associate professors and professors who have been appointed and started to work full time will be granted a second foreign travel support for 3 years starting from the date they start work (apart from the BAP support rendered once a year to present papers in international scientific meetings) to be listeners, to participate workshops, to develop joint projects or to initiate collaborations. In case the travel support made available twice a year is to be utilized not to present papers but to be listener, to participate a workshop, to develop joint projects or to initiate collaborations, a detailed explanation about the nature and the necessity of the travel request is to be presented to the BAP Committee. Dates of foreign travel to develop joint projects or to initiate collaborations need to be planned in advance and the travel requests are to be made timely. Travel supports not requested in the pertinent calendar year are considered to be missed.
- h. 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 TL 90,000 (VAT included), (annual VAT included minimum Standard (P code) project budget ceiling) regardless of the first 3 project years of the project director.

- i. The total budget of the Start-Up (SUP code) projects is finalized during the application assessment. The budgets for the 2nd and 3rd years (last 6 months) are transferred to the project after the director submits them over the system, following the periodic report required at the end of each 12-month period. The director should realize procurements and the expenditures within the total budget finalized by the BAP Committee at application.
- j. “Standard (P Code)” or “Doctorate (D Code)” projects submitted after the termination of the Start-Up (SUP code) project are assessed within the annual ceiling of TL 90,000 [annual VAT included minimum Standard (P Code) project budget ceiling], regardless of the first 3 project years of the project director.
- k. 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, the BAP Committee approval should be received. **No changes should be made** without receiving approval.
- l. Transfer of project directorship is not allowed in the Start-Up (“SUP” Code) projects. However, suspension of the project may be requested.
- m. Start-Up (“SUP” Code) project applications will be assessed on project basis, within the allocated BAP budget and within the free grants of the Presidential Strategy and Budget Department.

1.2. Project Support Volume

Annual project budget support ceiling for Standard (P Code)” and “Doctorate (D Code)” projects is determined by the BAP Committee every year. The annual budget ceilings for the “P” and/or “D” code project applications of the project director to be considered within the first 3 project years (The first 3 project years indicates total duration of 30 months.) are determined separately.

The annual support ceiling for the first 3 years for the year 2022 is determined as TL 100.000 (VAT included) and as TL 90,000 (VAT included) [The minimum VAT included annual budget ceiling for the Standard (P Code) project] for the following years.

The annual budget ceiling for the Standard (P Code) projects, in which a post-doc researcher will be employed as research personnel (under full SGK coverage) is determined as **TL 120.000 (VAT included)**. *(In order for the project ceiling to be requested as TL 120.000, the budget request should be made only for the employment of a post-doc researcher as the researcher. In case the request is made from other budget items, for the first 3 years of the project annual ceiling of TL 100.000 (VAT included) and for the following years annual ceiling of TL 90.000 (VAT included) will be applied.*

For multi-annual projects (18 or 30 months), the budget requested for the last 6th-month period should be half of the annual ceiling.

The total project budget ceiling for the “Start-up (“SUP” Code)” projects is TL 350.000 (VAT included). A “Standard (P Code)” or a “Doctorate (D Code)” project submitted after the closure of a “Start-Up” (SUP Code)” project will be assessed within the annual ceiling of TL 90.000 (VAT included) [The minimum VAT included annual budget ceiling for the Standard (P Code) project] regardless of the director’s first 3 project years.

Budget for the “Complementary Support (M Code)” projects are determined on project basis considering actual inputs with the following rates:

- The project budget ceilings for the “M” code project should not exceed the 40% of the remaining budget of the externally funded project after overheads, PTI’s, scientific meeting participation support, conference/ workshop organization support, salary/consultancy fee of the project director/faculty members in the project team, department/dean’s office/rectorate shares have been deducted; and is limited to the budget limit of TL 125.000 (VAT included) per annum. However, **in case the 40%** of the budget of the externally funded project after deductions **is less than the budget ceiling for the Standard (P Code) project, the budget ceiling of TL 9.000 (VAT included)** [the minimum annual budget ceiling for Standard (“P” Code) projects] is applied. In case the device requested under Complementary (M code) project budget is a single, undividable one; the sum of the first and second year budgets may be rendered as the first year budget. However, additional budget, including the needs uprising from exchange rate differences, may not be requested and in case the appliance mentioned in the project contract is not purchased, utilization of the budget for different purposes may not be requested.

Applications of “Multidisciplinary Support (R Code)”, “Infrastructure (S Code)”, “Strategic Research in Social Sciences and Humanities Project Support (SBA Code)” and “Advanced Technologies Application and Development Project Support (TUG Code)” projects are assessed on project basis and within the total reserved BAP budget ceiling.

For the year 2022, the total budget ceiling for the “Multidisciplinary (R Code)” project applications are TL 250.000 (VAT included); the total budget ceiling for the “Strategic Research for Social Sciences and Humanities (SBA Code)” project applications are TL 250.000 (VAT included); the total budget ceiling for the “Infrastructure (S Code)” project applications are TL 500.000 (VAT included) and the total project budget ceiling for the “Advanced Technologies Application and Development (“TUG” Code)” projects are TL 500.000 (VAT included). (Briefing will be given in March 2022)

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. In high-budget projects (budgets over TL 120.000), allocation of 25% additional budget is not the standard procedure. BAP Committee assesses the additional budget requests of the high-budget projects on project basis and within the BAP budget.

Table 2: The budget ceilings and the application times for the project types

Project Type	Annual Budget Ceiling*	Total Budget Ceiling TL	<u>Time to Apply</u>
Standard Project (P Code) and Doctorate Project (D Code) (For the first three Project years of the project director)	100.000		<u>Anytime within a year</u>
Standard Project (P Code) and Doctorate Project (D Code)	90.000		<u>Anytime within a year</u>
Standard Projects (P Code) (in which a post-doc researcher will be employed as research personnel (under full SGK coverage))	120.000		<u>Anytime within a year</u>
Start-Up Project (SUP Code)		350.000	<u>Anytime within a year</u>

Multidisciplinary Project (R Code)		250.000	In March with a special call.
Infrastructure Project (S Code)		500.000	In March with a special call.
Strategic Research in Social Sciences and Humanities Project Support (SBA Code)		250.000	In March with a special call.
Advanced Technologies Application and Development Project Support (TUG Code)		500.000	In March with a special call.
Complementary Support Project (M Code) Project	The project budget ceilings for the M code project should not exceed the 40% of the remaining budget of the externally funded project after overhead, salaries of the project director/faculty members in the project team, conference participation support and conference organization support have been deducted; and is limited to TL 125.000 (VAT included) per annum. In case the 40% of the remaining budget of the externally funded project after deductions is less than the budget ceiling for the Standard (P Code) project, the budget ceiling of TL 90.000 (VAT included) [the minimum annual budget ceiling for Standard (P Code) projects] is applied.		Anytime within a year as soon as the external resource is received

* For the multi-annual projects (18 or 30 months) the budget requested for the last 6th-month period should be half of the annual ceiling.

PROJECT APPLICATION PROCESS TO THE BAP COMMITTEE

1. PROJECT CALL CALENDAR

“Standard (P Code)”, “Doctorate (D Code)” and Start-up (SUP Code)” type new project applications can be made anytime within a year with no restriction of specific call period or dates. (cf. Table 2)

“Complementary Support (M Code)” project applications can be made anytime within a year as soon as the external resources are received. (cf. Table 2)

“Multidisciplinary (R Code)”, “Infrastructure (S Code)”, “Strategic Research in Social Sciences and Humanities Project Support (SBA Code)” and “Advanced Technologies Application and Development Project Support (TUG Code)” project applications are made every year in March-April under the same call. The requirements and the call dates regarding the applications are announced in January every year. (cf. Table 2)

New project applications are made over the “**Bilim İnsanı Portalı**” [Scholar Portal] in compliance with the condition: “**A BAP project director may simultaneously have maximum two projects; one being a “Complementary Support Project (M Code)”, the other being a “Doctorate Project (D Code)”**” (cf. Table 1).

2. IMPORTANT POINTS TO CONSIDER IN PROJECT APPLICATION PREPARATION

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

- a. A BAP project director may simultaneously have maximum two projects; one being a “Complementary Support Project (M Code)”, or being a “Doctorate Project (D Code)”. (cf. Table 1.)
- b. A second “(D Code)” project related to the research of a doctoral student, who has not surpassed the maximum study period, can be directed only under the condition that they are not simultaneous.
- c. It is possible to direct simultaneously, two different “(D Code)” projects related to the research of two different students.

- d. It is possible to conduct simultaneously two different “(M Code)” projects with two different externally supported projects. Directors who conduct “(M Code) Complementary Support Projects can as well be directors in “P”, “D”, “R”, “S”, “SBA”, “TUG”, or “SUP” code projects or can as well be directors for a second “M” code project if in case it is a different externally supported project.
- e. While following the new project application steps, the new project application may be prepared only in one language, either in Turkish or in English. Different project application forms (to be downloaded from the system) should be used for different project types.
- f. Before the new project applications to be presented to the BAP Committee is submitted through the Scholar Portal, national/international journal papers published in the last 5 years, acknowledged with a code as a Boğaziçi University BAP supported project that has been directed previously however not entered to the system should be entered to the Scholar Portal to be included in the project output.
- g. Research projects are supported for minimum 12 and maximum 30 months. The project year starts following the signing of the project contract and lasts for 12 (twelve) months. The second or third year (last 6 months) budgets of projects with duration of 18 or 30 months will be determined according to the selected period. The first 3 project years indicates the total duration of 30 months.
- h. In projects exceeding one year, the project director should present the detailed (VAT included) annual budget for each year. However, the BAP Committee opens only the budget support for the first year. Budget support for the second and the third years (last 6 months) are determined upon the evaluation of it along with the “Dönem Raporu” [Periodic report] and the “Gelecek Yıl Bütçe Talebi” [Following Year Budget Request] submitted to the system by the director.
- i. The requests for opening the following year budget to use should be submitted to the BAP Committee over the “**Bilim İnsanı Portalı**” [Scholar Portal] during the project year the budget belongs to. Budgets not requested in the pertinent project year cannot be requested or opened to use retrospectively.
- j. VAT should be included in the requested budgets.
- k. Based on the decree mentioned in the 1/3-g article of the Law on Value Added Tax (KDV), 18% tax should be included in the laboratory and analysis services costs provided for scientific projects by the Directorate of Revolving Funds (Döner Sermaye İşletme Müdürlüğü).
- l. 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 instance, for import costs for USD 5.000 and less, a budget of 25% + USD 1.500= USD 7.750; for costs in USD 5.000 – USD 50.000 interval, a budget of 35%; for import costs over USD 50.000, a budget of 30% and for custom-free imports, a budget for 10% should be added to the cost of goods prior to the submission of the project.
- m. At the stage of project preparation, only the grants necessary for the domestic field studies (and for international studies, if necessary) should be requested under the “Yolluk Giderleri” [Travel Allowance] item under the “Proje Talep Listesi” [Project Request List]; foreign travel allowance for participating scientific meetings should not be included. (*Detailed information about fieldwork can be found in section “Preparation of the Project and Its Submission to the BAP Committee” under the subsection “Project Request List” under the topic “5.1.6.5. Travel Allowance Request Item”. Detailed information about attending scientific meetings can be found under “Proje Talepleri” [Project Requests] heading under “Seyahat Ek Bütçe Talebi” [Additional Travel Budget Request]*).
- n. The “Yurt Dışı Arazi/Saha Çalışmaları [Foreign Fieldwork] support has to be requested at the time of project application and within the annual support ceiling TL 24.000.
- o. For foreign fieldwork longer than 2 months, firstly, permit must be received from the Üniversite Yönetim Kurulu (ÜYK) [University Executive Board]. A copy of the permit must be submitted to the BAP Committee.

- p. Doctoral students working solely in “D” code projects may be rendered support for foreign fieldwork provided that the fieldwork is related to the project topic. Doctoral students may be supported only once a year for a maximum of 1 month and the support ceiling for travel, daily pay and accommodation cannot exceed TL 18.000 ceiling and cannot be used in parts. Doctoral students are not rendered both travel support for participating scientific meetings and support for foreign fieldwork within the same year.
- q. Photocopying expenses in foreign countries can be covered only with advance payment. The advance payment must be requested before the field trip; an invoice prepared in the name of Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri must be submitted upon return and the advance should be reimbursed.
- r. Foreign fieldwork, with the exception of doctoral student working in the D code project, is realized only by the project directors.
- s. Car rental expenses incurred during participation to scientific meetings (conference, symposium, congress) are not supported.
- t. Participants/subjects who take part in the surveys/experiments that are realized abroad cannot be reimbursed as individual service procurers.
- u. House rental/room fee incurred in the foreign fieldwork abroad is reimbursed only if it is invoiced.
- v. Support for participation to summer schools is not provided.
- w. Additional training and/or consultancy fees related to software or machines-equipment purchased is not provided.
- x. For BAP projects, service procurement cannot be made from research assistants, public officials and research personnel who are already employed in the projects.
- y. Within the range of the project support ceiling, only one research personnel (under full SGK coverage) can be employed per project or two scholarship students can be assigned simultaneously. In case the research personnel quit, new research personnel; if a scholarship student resigns, a new scholarship student can be employed under the same terms.
- z. Except “R”- “SBA”- “TUG” code projects, it is not allowed to employ more than one research personnel (under full SGK coverage) in a project.
- aa. In an ongoing project, replacement of a research personnel (under full SGK coverage) with a scholarship student cannot be requested. Similarly, in an ongoing project replacement of a scholarship student by research personnel (under full SGK coverage) cannot be requested. Requests for Section Transfer and following year budget for these purposes are not accepted. Utmost care should be given to this issue during project preparation
- bb. Only graduate students registered at Boğaziçi University and post-doc fellows can be employed as research personnel (under full SGK coverage). Undergraduate students cannot be employed.
- cc. Only graduate students registered at Boğaziçi University (including foreign students) can be scholarship students in projects.
- dd. The research personnel can solely be employed within the normal project period and the minimum duration for the contract (Hizmet Sözleşmesi) of the research personnel is 3 months.
- ee. The scholarship students can be assigned for minimum 3 months. As per the legislation, scholarship student employment permit is given for minimum 3 months and within the duration of the normal project period.
- ff. Any research personnel (under full SGK coverage) or a scholarship student can be employed/assigned for maximum 6 years.
- gg. If the project director has called for employing a researcher (under full SGK coverage)/assigning a scholarship student; 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 his/her total cost to

the project should have been pre-determined. *(Detailed information regarding the principle and the procedures for employing research personnel (under full SGK coverage)/scholarship student assignment support may be found under “Proje Başvurusunun Hazırlanması” [Preparation of the Project Application] – “Proje Talep Listesi” [Project Request List], [“Proje Bütçesi Harcama Kalemleri”] Project Budget Disbursement Items headings).*

- hh.** As of 2022, surveyor requests in the new project applications will not be supported. Scholarship student assignment should be requested instead.
- ii.** In BAP projects, procurement of projectors, tablet pen, fume hood, air conditioner, presentation control unit, printer (including multifunctional printers) and internet connection are not made and (as per the legislation) budget support for conference/workshop organization are not provided.
- jj.** In BAP projects, budget support is not rendered for infrastructure services like electricity and water installations; fume hood installations, modification and construction work executed by Directorate of Construction Works.
- kk.** In BAP projects, photocopy allowance for reproduction of theses, booklets, and pamphlets etc. is not provided.
- ll.** For BAP projects, as it is possible to provide liquid nitrogen from İleri Teknolojiler AR-GE Merkezi Laboratuvarı (Advanced Technologies Research and Development Center Laboratory), it should be provided from thereof against a fee, in case of need.
- mm.** Requests should be made based on the needs identified when project budget is determined. Supply, machine-equipment requests should be made only for the project to be proposed.
- nn.** Periodicals and the like are not purchased and postal service costs are not covered for as postage needs to be paid at the time of transaction and BAP cannot refund retrospectively.
- oo.** Rare-book purchases for research purposes in projects in social sciences and humanities are assessed on project basis. Support is not provided for books available at the University Library.
- pp.** As it is possible to print posters rapidly and free of charge, at the Boğaziçi University printing house, no budget is allocated for this item.
- qq.** In case writing a book/book chapter is anticipated in the course of the project, this has to be specified as one of the objectives or targeted end results of the project at the time of project application.
- rr.** Procurement of software licensed to our University is not supported by the BAP Committee. The list of software (Ansys, Mathematica, Matlab, Maxqda, Office, Solidworks, Spss, Windows, Team Viewer etc.) can be accessed via the BİM website (by clicking the “Bilgisayar Desteği” [Computer Support] sub-menu under the “Hizmetler” [Services] menu) and the Library website (by clicking the “Veritabanları” [Databases] sub-menu under the “Elektronik Servisler” [Electronic Services] menu), respectively. For other software (EndNote, Mendeley, Grammarly etc.) further support may be sought from the related units.
- ss.** When the services are purchased from a person (real person) who does not have to prepare an invoice or a document to replace an invoice, the payment will be made by preparing a “Harcama Pusulası” [Spending Bill]. The net payment to the beneficiary is made after the legal deduction of 20% to cover the income tax. Utmost care should be given to this issue when the budget is planned.
- tt.** In case human beings are used as test subjects in the project, even if the experimental data was collected previously, approval of one of the “Boğaziçi Üniversitesi İnsan Araştırmaları Etik Kurulları” [Boğaziçi University Human Testing Ethics Committees] (SBINAREK or FMINAREK) is mandatory. *[The approval date of the ethics committee should be within a year from the date of project application, (the title of the project on the ethic approval document should be exactly the same as the title of the project submitted to the BAP Committee) for the related project and the ethic approval should be in the name of the project director.]* As the research project is submitted to the BAP Committee for support, it must be simultaneously submitted to one of the Boğaziçi Üniversitesi İnsan Araştırmaları Etik Kurulları” [Boğaziçi University Human Testing

Ethics Committees] (SBINAREK or FMINAREK) and for other issues, to the related ethics committees (“Dış İlişkiler Etik Kurulu” [External Relations Ethics Committee], Çevre Etik Kurulu [Environmental Ethics Committee], Boğaziçi Üniversitesi Kurumsal Hayvan Deneyleri Yerel Etik Kurulu [Boğaziçi University Institutional Animal Testing Local Ethics Committee]) for approval. If the approval of the concerned ethics committee is not granted at the time of project application, the ethics committee application petition should be annexed to the project proposal. In case the BAP support is granted, the ethics committee approval and all the documents submitted to the ethics committee should also be submitted to the BAP Committee. Support decision is finalized, the project contract is signed and the project becomes an ongoing project only after these documents are received. Permissions from Provincial Directorate for National Education should be received within one year starting from the project application date and should be received for the project applied for (Project title mentioned in the permission and the title of the new project application should be the same in the permit). For research project applications planned to be proceeded within jurisdiction of Ministry of Family Labor and Social Services, Children Services General Directorate, firstly Education and Publication Office Directorate should be contacted and sought for approval via Provincial Directorates of Ministry of Family Labor and Social Services or Ministry Main Services Units. Approvals obtained from the ethics committees of other institutions or universities must be approved by the relevant Ethics Committees of Boğaziçi University.

uu. New project applications submitted to the “**Bilim İnsanı Portalı**” [Scholar Portal] may be held at the new application, revision and awaiting contract status for maximum 1 year. Therefore, in case the necessary processes are not completed by the end of 1 year, the project applications at revision and awaiting contract status are cancelled over the system; the projects at the new application status (provided that the assessments of reviewers are completed) are re-sent, over the system, to the project director as draft. On the other hand, in the evaluation process of the Start-Up (SUP Code) projects, the responses of the directors to the BAP Committee revision decisions should be submitted to the BAP Committee within the duration indicated in the BAP Committee decision. In case the review process is not completed within the indicated time period, the related SUP project applications are cancelled over the system.

vv. **Important points to be considered and things to be done in the case of appointments and/or leaves (domestic or abroad) exceeding 3 months requiring decision of the University Executive Board [Üniversite Yönetim Kurulu] (ÜYK):**

- **New Project Applications:** Project applications submitted after the start date of the long-term leaves (military service leave, sick leave, maternity leave, unpaid leave, leave for second 3-month appointment abroad etc.) that require a ÜYK [University Executive Board] decision are not considered for evaluation by the BAP Committee.
- **Ongoing Application Process:** The evaluation of the project applications submitted before the starting date of the appointment continues; in case the project evaluation process is finalized, the project contract is signed and the project attains the ongoing status before the start date of the appointment, the principles that are applicable to ongoing projects are applied after the start date of the appointment. In case the evaluation process of the project application is completed after the appointment start date, the project is accepted on the condition that the completion of the long-term appointment is notified through the EBYS [Electronic Document Management System], and only after the appointment is actually terminated and the project contract is signed that the project attains the ongoing status. Planning should be made considering the evaluation may take longer than usual or the project applications may be re-sent to the applicant for revision more than once.
- **Ongoing Projects:** In order for the long-term appointments and/or leaves (military service leave, sick leave, maternity leave, unpaid leave, leave for second 3-month appointment abroad etc.) of the directors of the ongoing projects that require a ÜYK (University Executive Board) decision not to suspend the financial procedures for which a wet signature is needed, it is required that the director of the ongoing project transfer the directorship to a full time

researcher (with a doctoral degree (except post-doc) on the project team or else, the project should be suspended during the project director's leave. The director may also request suspension of the project during his/her absence by submitting an amendment request to the BAP Committee. In case the transfer is not done by receiving the approval of the BAP Committee or if the project is not suspended, the administrative and financial procedures (submission of the periodic report with additional budget, section transfer, amendment, additional time, following year budget and additional travel budget requests; issuing new request slip, new advance requests; salary payment transactions of the research personnel (under full SGK coverage) / scholarship students) related to the project will be suspended by the BAP Committee decision; the research personnel (under full SGK coverage) is exited after his/her legal progress payment is paid. Salary transactions of scholarship students are terminated. Only the processes regarding the request slips and the advance requests which were started before the long-term assignment date that needs ÜYK [University Executive Board] decision continue and are completed.

- ww.** The director who transferred his/her project is included in the project team unless requested otherwise. He/she can monitor the status of the project he/she transferred, from the system using the "Takip Ettiğim Projeler" [Projects I Follow]" tab.
- xx.** Request slips and advance requests can be proceeded with in case they are started within the total project period including the additional periods.
- yy.** As the projects are expected to be finalized latest in the 33rd month, additional time requests made along with a periodic report may be maximum 3 months for 30-month projects, 9 months for 24-month projects, 15 months for 18-month projects and 21 months for 12-month projects.
- zz.** As no additional time will be granted to projects that have reached 32 months from their start date, the dates for appointment and the activities (field work, guest researcher visit etc.) should be planned and requests should be made in a way not to exceed the total period including the additional periods granted by the BAP Committee.
- aaa.** In case the projects have completed their 32nd month in total including the additional periods, new requests (travel request, additional budget request (periodic report), section transfer, amendment request, following year budget request) are not assessed. Requests should be submitted to BAP Committee prior to the 32nd month.
- bbb.** For the project which has consumed its normal project time (12,18,24,30 month) and for which additional time has not been requested within 3 months following the end of the project, only the final report may be submitted through the system.
- ccc.** If the 3-month period (90 days) following the termination of the 12-month project has been exceeded, reminders and warnings are sent at the 16th, 17th and 18th months following the starting date of the project for submission of the final report via the Bilim İnsanı Portalı [Scholar Portal]. Projects, the final reports of which are not submitted by the end of the 18th month will be terminated by the BAP Committee decision in the 19th month. The new project applications submitted by the director whose project has been terminated by the BAP Committee decision will not be evaluated for a period of 1 year starting from the date of the decision.
- ddd.** If the 3-month period (90 days) following the termination of the 18-month project has been exceeded, reminders and warnings are sent at the 22nd, 23rd and 24th months following the starting date of the project for the submission of the final report via the Bilim İnsanı Portalı [Scholar Portal]. Projects final reports of which are not submitted by the end of the 24th month will be terminated by the BAP Committee decision in the 25th month. The new project applications submitted by the director whose project has been terminated by the BAP Committee decision will not be evaluated for a period of 1 year starting from the date of the decision.
- eee.** If the 3-month period (90 days) following the termination of the 24-month project has been exceeded, reminders and warnings are sent at the 28th, 29th and 30th months following the starting dates of the project for the submission of the final report via the Bilim İnsanı Portalı

- [Scholar Portal]. Projects, final reports of which are not submitted by the end of the 30th month will be terminated by the BAP Committee decision in the 31th month. The new project applications submitted by the director whose project has been terminated by the BAP Committee decision will not be evaluated for a period of 1 year starting from the date of the decision.
- fff.** If the 3-month period (90 days) following the termination of the 30-month project has been exceeded, reminders and warnings are sent at the 34th, 35th and 36th months following the starting dates of the project for the submission of the final report via the Bilim İnsanı Portalı [Scholar Portal]. Projects, final reports of which are not submitted at the end of the 36th month will be terminated by the BAP Committee decision in the 37th month. The new project applications submitted by the director whose project has been terminated by the BAP Committee decision will not be evaluated for a period of 1 year starting from the date of the decision.
- ggg.** For the financial support provided for the written or in-preparation deliverables like journal papers, books, theses etc. that generate from the BAP projects, it is necessary to acknowledge the Boğaziçi Bilimsel Araştırma Projeleri by mentioning (BÜ Bilimsel Araştırma Projeleri tarafından.....kodu ile or by Boğaziçi University Research Fund Grant Number.....) along with the project code. Deliverables which do not include acknowledgement for the financial support of BAP with project code are not considered as the products of the project. Likewise, utmost importance should be given to acknowledge the support of the BAP by citing the project code for master's theses and doctoral dissertations. For all published deliverables that acknowledge the BAP support by citing the project code, a Ürün Sunum Talebi (Deliverable Presentation Request) can be made over the "Bilim İnsanı Portalı" [Scholar Portal]. Acknowledgements are closely reviewed in the following project period at the stage of project assessment.
- hhh.** Starting with the 2009 Fiscal Year, grants allocated to the projects will be available through the project period and it is mandatory that they be spent in accordance with the Project Calendar. Unspent project grants are automatically transferred to the following year.
- iii.** The budgets of projects that are approved for time extension by the BAP Committee because of compelling reasons may be automatically extended to the following year like the project itself.
- jjj.** In projects in which archaeological excavations or similar local fieldwork are needed, private vehicles or domestic car rental services can be used provided that they are requested in the project application and included in the contract. Cost of 7 lt. unleaded gas per 100 km. is reimbursed.
- kkk.** Hard-wearing movables allocated to public officials (project directors) cannot be transferred to third parties by their users. In case the project directors (users) retire from the University or they quit, the mentioned movables should be returned to the unit storehouse. Otherwise, his/her exit procedure is not finalized.
- III.** As per the legislation, it is not possible to spend or transfer the residual amount of a project budget in/to a different project.

3. REGISTRATION AND ACCESS TO THE "BİLİM İNSANI PORTALI" [SCHOLAR PORTAL]

Starting with the year 2010, the BAP Committee accepts the new project applications online through the system over the "Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması" [Scholar Portal and Project Life Cycle Application]. The system can be accessed via www.boun.edu.tr link, using Faculty main web page, under "BAP" menu or via <https://bap.boun.edu.tr>. First of all, registration to the system should be completed. For this, click on the button "Uygulamaya İlk Kez Girmek İçin Tıklayınız" [Access the Application for the First Time button], write down your "Kurum Sicil No." [Workplace Registration Number] and "T.C. Kimlik/Yabancı Kimlik No" [Turkish ID No./Foreign ID No.] and confirm (by clicking the "Kaydet" [Save] button) 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/No." [Turkish ID No./ Foreign ID No.] as password. Post-doc

researchers can access the system after they are identified to the system by the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü). To change the password, “Bilim İnsanı” [Scholar] tab, “Diğer” [Other] menu and “Şifre Bilgilerim” [My Password Information] link may be used.

Project directors may access the system by using their “Kurum Sicil No.” [Workplace Registration Number] and passwords and reach new project application steps under “BAP Projelerim” (My BAP Projects) tab.

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

4. PROGRESSION TO PROJECT APPLICATION 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 “Yayınlarm” [My Publications] - (+ekle linki) [+add link] “Araştırma Alanlarım” [My Research Fields] and Click on “Projelerim” [My Projects] tab by clicking on “Yeni Proje Başvurusu İçin Tıklayınız” link [Click for New Project Application link] (this link is on the upper left hand side of the screen) and “Başvuru Adımlarına Geçiş” [Progression to Application Steps] [New Project Application Steps] button at the bottom of the page. “Yeni Proje Başvuru Adımları” [New Project Application Steps] cannot be accessed without filling in the mandatory information.

5. PREPARATION OF THE PROJECT APPLICATION

Project application is made by filling in over the system “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] fields and “Proje Metni” [Project Proposal] is uploaded by using “Formlar” [Forms] link (select and download the proposal relative to the project type, fill it in, review and upload to the system by clicking “Göz At” [Review] button.)

5.1. General Information

First select the Project Support Type; then fill in the name of the project in Turkish or English, (if there is any) 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 doctoral projects; stating the name and the surname of the student who has successfully passed the doctorate thesis proposal stage is mandatory).

The system allows you to choose project period as 12, 18, 24 and 30-month maximum. “Proje Süresi” [Project Period] can be minimum 12 and maximum 30 months. **The first project year starts following the signing of the project contract and lasts for 12 (twelve) months.** Project periods can be selected from the system with 6 month intervals. Second and third year (last 6 month) project budgets of the projects with determined period of 18 and 30 months are assessed and determined according to the selected period of time. The first three project years of the project indicates the total period of 30 months. In case there is a need to change the project period, this amendment should be made before moving 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. For amendment, 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, even if the experimental data is collected previously, approval of one of the **“Boğaziçi Üniversitesi İnsan Araştırmaları Etik Kurulları”** [Boğaziçi University Human Testing Ethics Committees] (**SBINAREK** or **FMINAREK**) is sought. [The approval of the ethics committee should be dated within at most a year from the date of project application, the title of the project on the ethic approval documents should be exactly the same as the title of the project submitted to the BAP Committee and the ethic approval should be granted to the project director.] As the research project is submitted to the BAP Committee for support, it must be simultaneously submitted to the one of the Boğaziçi Üniversitesi İnsan Araştırmaları Etik Kurulları [Boğaziçi University Human Testing Ethics Committees] and for other issues, to the related ethics committee (**“Dış İlişkiler Etik Kurulu”** [External Relations Ethics Committee], **“Çevre Etik Kurulu”** [Environmental Ethics Committee], **“Boğaziçi Üniversitesi Kurumsal Hayvan Deneyleeri Yerel Etik Kurulu”** [Boğaziçi University Institutional Animal Testing Local Ethics Committee]) for approval. If the approval of the concerned ethics committee is not granted at the time of project application, the ethics committee application petition should be annexed to the project proposal. In case the BAP support is granted, the ethics committee approval and all the documents submitted to the ethics committee should also be submitted to the BAP Committee. Support decision is finalized, the project contract is signed and the project becomes an ongoing project only after these documents are received. Permissions from Provincial Directorate for National Education should be received within one year starting from the project application date and should be received for the project applied for. Project title mentioned in the permission and the title of the new project application should be the same. For research project applications planned to be proceeded within jurisdiction of Ministry of Family Labor and Social Services, Children Services General Directorate, firstly Education and Publication Office Directorate should be contacted and sought for approval via Provincial Directorates of Ministry of Family Labor and Social Services or Ministry Main Services Units. Approvals obtained from the ethics committees of other institutions or universities must be approved by the relevant Ethics Committees of Boğaziçi University.

In case the ethic committee approval was not received at project application, ethics committee application petition should be annexed to the project application. Ethics committee application petition is uploaded to the system as one document. Upload area is activated after **“Evet”** [**“Yes”**] box is ticked and is uploaded to the system by clicking **“Göz At”** [Review] button

In case the BAP support is granted, the ethics committee approval and all the documents submitted to the ethics committee should also be submitted to the BAP Committee. Support decision is finalized, the project contract is signed and the project becomes an ongoing project only after these documents are received by the BAP Committee.

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 and Extended Summary

In this field, the project summary and the extended project summary are written both in **“Türkçe”** [Turkish] and **İngilizce”** [English] and then the **“Kaydet”** [Save] button is clicked on.

“Genişletilmiş Özet” [Extended Summary] is sent to the out-of-the committee reviewers together with the invitation letter for review. The reviewers decide whether or not to evaluate the project after reading the **“Genişletilmiş Özet”** [Extended Summary]. The full application form is sent via the

system only to those reviewers who accept the invitation. It is recommended that the “Genişletilmiş Özet” [Extended Summary] should be written this in mind and it should not exceed 4000 characters.

5.1.2. Project Proposal

The template is downloaded to the computer by clicking on “Formlar” [Forms] and by clicking on “Proje Metni” [Project Proposal] in Turkish or English depending on the related “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. “Proje Ekibi” [Project Team] is mainly a field in which researchers, who contribute to the work in the project but are not paid from the project budget, are added. Researchers who will be paid from the project as research personnel or scholarship student should already be budgeted in the request list of the project application. Researchers who will receive a salary from the project can be added to the project team if the project directors deem it appropriate.

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 first three project years indicate the total period of 30 months. The project year starts following the signing of the contract and lasts for 12 (twelve) months. Project years may be selected with 6 month intervals. Second and third year (last 6 month) project budgets of projects with determined period of 18 and 30 months are assessed and determined according to the selected period of time. In multi-annual projects (18 or 30 months), the budget requested for the last 6th-month period should be half of the annual ceiling.

In case it is deemed necessary to change the project period, the amendment should be made before moving 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. For amendment, it is necessary that the Project Request List be deleted, the project period amendment be made and the “Proje Talep Listesi” [Project 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 24 months, the budget for the second year and for projects for which the project period is defined as 18 or 30 months, the project budgets for the second and the third years (last 6 months) should be projected in the “**Proje Talep Listesi**” [Project Request List]. Budget cannot be requested from the BAP Committee for the following years unless they are included in the original “**Proje Talep Listesi**” [Project Request List] covering the whole period. The requests for opening the second or third year budgets should be submitted to the BAP Committee over the “**Bilim İnsanı Portalı**” [Scholar Portal] within the project year the budget belongs to. Budgets not requested in the pertinent project year cannot be requested or opened to use retrospectively.

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 example, for import costs for USD 5.000 and less, a budget of 25% + USD 1.500 = USD 7.750; for costs for USD 5.000 – USD 50.000 interval, a budget of 35%; for import costs over USD 50.000, a budget of 30% 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.

Based on the decree mentioned in the 1/3-g article of the Law on Value Added Tax (KDV), 18% tax should be included in the costs of laboratory and analysis services provided for scientific projects by the Directorate of Revolving Funds (Döner Sermaye İşletme Müdürlüğü).

“**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, mouse, 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. A new pop-up menu is opened for each machine and equipment to be requested and added to the list. For each procurement of machines and equipment request over TL 15.000, technical specifications and proforma invoice should be uploaded using the pop-up menu.

5.1.6.2. Software Procurement Request Item

Request for software and license procurement should be made under this budget item. Procurement of software licensed to our University are not supported by the BAP Committee. The list of software can be accessed via the BİM website (by clicking the “**Bilgisayar Desteği**” [Computer Support] sub-menu under the “**Hizmetler**” [Services] menu) and the Library website (by clicking the “**Veritabanları**” [Databases] sub-menu under the “**Elektronik Servisler**” [Electronic Services] menu), respectively. For other software (EndNote, Mendeley and Grammarly etc.) related units may be contacted for support.

5.1.6.3. Consumer Goods and Materials Procurement Request Item

Request for procurement of all goods and materials which are for consumption like stationery, paper, pen, 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. For consumer goods over TL 15,000, proforma invoice should be uploaded using the pop-up menu by clicking on “**Göz At**” [Review] button under the consumption goods pop-up menu.

5.1.6.4. Service Procurement Request Item

Guest-researcher visit support may be requested as “Ek Bütçe” [Additional Budget] after the signing of the contract. (Detailed information about guest-researcher visit support may be found in “Proje Talepleri” [Project Requests] heading under “Ek Bütçe Talebi” [Additional Budget Request].), survey and similar services to be rendered by an R&D company, advertisements, insurance, surveyor, freight costs, photocopy expenses, rental expenses, analysis expenses, cargo handling expenses, archaeological excavation expenses should be made under this budget item. The description of the service should be made in detail. The “Misafir Araştırmacı Ziyaret Desteği Bilgi Formu” [Guest Researcher Visit Support Information Form] should be downloaded using the pop-up menu, filled in and then uploaded using the pop-up menu clicking on “Göz At” [Review].

When the services are purchased from a person (real person) who does not have to prepare an invoice or a document to replace an invoice, the payment will be made by preparing a “Harcama Pusulası” [Spending Bill]. **The net payment to the beneficiary is made after the legal deductions of 20% to cover the income tax.** Utmost care should be given to this issue when the budget is planned.

As of 2022, surveyor requests are not supported for new project applications. Assignment of scholarship students should be requested instead.

For BAP projects, service procurement cannot be made from research assistants, public officials and research personnel who are already employed in the projects.

Photocopying expenses in foreign countries can be covered only with advance payment. The advance payment must be requested before the field trip and an invoice (prepared in the name of Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri Bebek/İstanbul) must be submitted upon return; the residual advance should be returned and the advance should be paid off.

5.1.6.5. Travel Allowance Request Item

Request for only domestic field studies (and for international studies, if necessary) essential to the project should be made under this budget item. Domestic or foreign fieldwork must be planned and a budget must be requested at the time of the project application with detailed justifications.

Only the project director participates in a foreign fieldwork (except the doctoral students in “D” code projects).

For foreign fieldwork longer than 2 months, firstly, permit must be received from (ÜYK) [University Executive Board] and a copy of the permit must be submitted to the BAP Committee. 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 names and surnames of the researcher(s) to participate, their capabilities, justification of the fieldwork and its contribution to the project should be mentioned in detail. Ceiling for “Yurtdışı Arazi-Saha Çalışmaları” [Foreign Fieldwork] ceiling is **TL 24.000 as not to exceed the annual project support ceilings** and is finalized during the project application.

Doctoral students working solely in “D” code projects may be rendered support for foreign fieldwork provided that the fieldwork is related to the project topic. **Doctoral students may be supported only once a year for a maximum of 1 month and the support ceiling for travel, daily pay and accommodation cannot exceed TL 18.000 and cannot be used in parts.** Doctoral students are not rendered both travel support for participating scientific meetings and support for foreign fieldwork within the same year.

No daily pay or travel allowance is paid for fieldwork to be executed within İstanbul city borders.

The foreign field work expenses of a project director, who is on long-term appointment by ÜYK [University Executive Board] or on official leave (military service leave, sick leave, maternity leave, unpaid leave, second 3-month appointment abroad etc.) cannot be covered due to the need for transferring the directorship of the project and joining the project team [(In foreign field work, only the project director (except for the doctorate students in “D” code projects) is supported), even if it was approved by the project contract.

No support is rendered for participation to summer schools. **Domestic or international travel allowance for participating scientific meetings should not be included in the project applications.** Registration fee, daily pay, transportation and accommodation expenses are covered by travel additional budget after the project is accepted and the foreign travel becomes definite. (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].

5.1.6.6. Research Personnel Employment (under full SGK coverage) and Scholarship Request Item

With regards to the statuses at which Boğaziçi University graduate students and post-doctoral (post-doc) researchers/scholarship students can be employed/assigned to BAP projects and the related amount of payments; the points below should be taken into consideration. Accordingly, under which one of the two statuses the graduate students will take part in the project should be clearly stated in the application form.

In BAP projects, a post-doc researcher can only be employed as research personnel; namely, under full SGK coverage. On the other hand, in BAP projects, Boğaziçi University graduate students can be employed/assigned on monthly payment basis under two different statuses.

Table 3: The statuses of Boğaziçi University graduate students or post-doc researchers who can be employed/assigned in the BAP projects

BAP Project Types	Employment as a research personnel (under full SGK coverage)/ Assignment as a scholarship student (The maximum number of research personnel/scholarship student in a BAP project simultaneously are mentioned.) (It is possible to employ/assign less personnel.)
Standard Project (P Code Projects)	1 graduate student/post-doc as research personnel (under full SGK coverage) or at most 2 graduate scholarship students simultaneously
Doctorate Project (D Code Projects)	1 doctorate thesis student (under full SGK coverage) or 1 doctorate thesis scholarship student
Complementary Project (M Code Projects)	1 graduate student/post-doc (under full SGK coverage) or at most 2 graduate scholarship students simultaneously
Start-Up Project (SUP Code Projects)	1 graduate student/post-doc student (under full SGK coverage) or at most 2 graduate scholarship students simultaneously
Multidisciplinary Project (R Code Projects)	At most 2 graduate students/postdocs (under full SGK coverage) simultaneously or at most 1 graduate student/post-doc (under SGK coverage) and 2 scholarship students simultaneously
Infrastructure Project (S Code Projects)	Research personnel cannot be employed or scholarship students cannot be assigned.
Advanced Technologies Application and Development Project Support (TUG Code Projects)	At most 2 graduate students/postdocs (under full SGK coverage) simultaneously or at most 1 graduate student/postdoc (under full SGK coverage) and 2 graduate scholarship students simultaneously
Strategic Research in Social Sciences and Humanities Project Support (SBA Code Projects)	At most 2 graduate students/post-docs (under full SGK coverage) simultaneously or at most 1 graduate student/postdoc (under full SGK coverage) and 2 graduate scholarship students simultaneously

5.1.6.6.1. Employment of Research Personnel (Under Full SGK Coverage) Request Item

As per the 13th article, (3)rd item of the “Regulation about Scientific Research Projects in Higher Education Institutions” (dated Nov 26th, 2016 and Official Gazette dated 29900) about Personnel Employment prepared based on the ADDITIONAL 28th clause added by the 21st clause of the law number 5917 dated June 25th, 2009 of the Law of Higher Education number 2547, “For scientific research projects, unless it is projected to employ personnel in the approved project, personnel cannot be employed and payment cannot be made under private budget. For projects named Rectorate Scientific Research Projects listed in the investment program of the year, according to the assessment of the related university committees; and for all the other projects in the technological research sector, according to the assessment of the Presidential Strategy and Budget Department personnel may be hired in the projects on contract basis, in compliance with the legislation. BAP personnel are hired according to the provision stating “Payments that are mandatory as per the related law may be made only if they lie within the total project cost.” 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.

Since 2010, limited to the project period, Boğaziçi University graduate students and post-doc researchers can be employed in BAP projects under full SGK coverage. Students and researchers working in this status are employed as a 4/B employer under fixed term contract. Graduate students and post-doc researchers with foreign nationality cannot be employed under this status

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 and cannot exceed the ceilings determined by the Ministry of Finance and the State Personnel Directorate. Therefore, the BAP Committee determines the gross floors and ceilings for the salaries of the research personnel annually in accordance with the related laws and depending on the qualification of the researcher who is to work in the project.

For the year 2022, project directors have to determine the “Research Personnel Employment” to be within the project budget limits and between;

- **Minimum gross monthly salary of TL 7.926,98/month and maximum gross monthly salary of TL 10.000 for pos-tdoc researchers;** (estimated net salary of TL 5.500/TL 6.910)
- **Minimum gross monthly salary of TL 7.926,98/month and maximum gross monthly salary of TL 9.000/month for graduate students of our University.** (estimated net salary of TL 5.500/TL 6.230; In case a monthly payment higher than 7926,98 tl is requested, then the period of employment for the research personnel is shortened.)

Net salary payments are made after the legal deductions of about 31,0% are made.

- a. The total disbursements for research personnel cannot exceed BAP project ceilings additional grant and/or section transfer cannot be requested for that matter.
- b. 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.
- c. 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.
- d. The researcher to be employed in the project should be not employed in a company or institution at the time.
- e. Graduate students registered to Boğaziçi University and post-doc researchers can be employed as research personnel.

- f. The resume of the new post-doc researcher and the new researcher (in case of changing already-employed research personnel is considered) should also be submitted in new project applications.
- g. Research personnel employment permits and budgets for new project applications are assessed and approved for the first project year.
- h. The project year starts after the signing of the contract and lasts for 12 (twelve) months.
- i. Second and last 6-months 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 on for ongoing projects.
- k. Except for “R”, “SBA” and “TUG” code projects, only one research personnel can be employed per project.
- l. Shortest contract period for research personnel to be employed in a project is 3 months. As per the legislation, research personnel work permit will be provided only within the project duration and only for the minimum 3-month contract period.
- m. Any research personnel can be employed in a project for maximum 6 years under SGK (Social Security System) coverage.
- n. Income and stamp tax exemptions are applied to the research personnel who is/are to work in the project.
- o. Renewal of the contract of the research personnel who is going to work in the project or for him/her to be able to work the following year, the project director has to have projected the work of such personnel at project application; have simultaneously submitted the periodic report and the following year budget request over the Bilim İnsanı Portalı [Scholar Portal]; have this request assessed and approved by the BAP Committee and have been allocated a grant within the limits of the budget. In order for the processes and reimbursements to be made in a timely and correct manner, the project director is legally responsible for making the necessary notifications.
- p. Researchers with foreign nationalities cannot be employed under full SGK coverage.
- q. Research personnel to be employed should be residing (physically) within the borders of Turkey.
- r. SGK job entrance process is not executed only between Jan 1st and Jan 14th.
- s. In case the project is finalized totally or partially before its due date, the service contract may be terminated by the project director unilaterally.
- t. In case the projects are suspended by the BAP Committee decision upon project director’s request, service contract of the research personnel will be considered terminated accordingly.
- u. As Boğaziçi 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 belated SGK contribution debts [(generated from 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. Any liability that will arise belongs to the project director.
- v. By Law number 5510, it is legal obligation for the employers to report, electronically, to the “Social Security Organization”, the duration of the sick leave of the research personnel employed under SGK (Social Security System) and that in case it is not reported on time, an administrative fine will be charged. The research personnel who take a sick leave from a health organization should inform the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) on the day he/she gets it, in order to avoid severe penalties the University may be subject to, in case of failure. Any liability that will arise belongs to the project director.

5.1.6.6.2. Scholarship Student Assignment Request Item

In the 3rd article and first clause of the Higher Education Institutions Research Project Guidelines published in Official Gazette dd. Nov.26, 2016 no.29900, with Official Gazette dd. Jan 26, 2018 no.30313, the term “Scholarship student” is identified as the student in doctorate program or in a graduate program with thesis to be assigned to a BAP Project.

As of year 2019, Boğaziçi University graduate and doctoral students may be assigned to BAP projects, as scholarship students, limited with the project periods. Monthly scholarship payment ceilings are determined by the BAP Committee within the project budget limits and in a manner not to exceed the scholarship amount for graduate and doctoral students determined by the “Kredi ve Yurtlar Kurumu” [Students’ Loan and Dorms Institution) plus 50% limit.

For the year 2022, loans are determined as **maximum TL 2,550 net for graduate students and maximum TL 3.825 net for doctoral students**. Project directors may assign scholarship students below these limits.

Accident insurance premiums for scholarship students are paid by our University. The monthly amount to be paid to the scholarship student is also the monthly cost to the project and no deductions are made.

Once the project attains the ongoing status, it is not possible to switch between statuses of research personnel and scholarship student.

In case a scholarship student is wanted to be assigned with a salary different than the one approved by the BAP Committee and finalized by the project contract or in case a scholarship student is wanted to be replaced, amendment request should be submitted through the system and BAP Committee approval should be received.

Principles and procedures to be followed in the selection of scholarship students:

1. At most two scholars can be assigned simultaneously in a project. A new scholarship student can be assigned, under the same conditions, to replace the one who quits.
2. At most 1 research personnel can employed or 2 scholarship students can be assigned, simultaneously, in Standard (P Code), Complementary Support (M Code) and Start-up (SUP Code) Projects.
3. Only the related doctoral student may be employed as research personnel or be a scholarship student in Doctorate (D Code) projects. It is possible, for once only, to change the research personnel/scholarship student if a new doctoral student who has passed his/her thesis proposal stage takes over the project within the first 6 months following the start of the project. If these conditions are not satisfied, the budget allocated for research personnel cannot be used for any other purpose and has to be transferred back to the BAP budget.
4. Scholarship students cannot be assigned or research personnel cannot be employed under infrastructure (S Code) projects.
5. In Multidisciplinary (R Code), Strategic Research in Social Sciences and Humanities (SBA Code) and Advanced Technology Applications and Development (TUG Code) projects, at most 1 research personnel can be employed and 2 scholarship students can be assigned simultaneously; or at most 2 research personnel can be employed simultaneously.
6. Scholarship students cannot be assigned to more than one project and the number of assigned scholars cannot be increased once the project attains the ongoing status.
7. Scholars to be assigned should not be getting scholarships from other institutions.
8. The scholars who will take part in the BAP projects should not be over age 39.
9. The ceiling of scholarship amount is determined by the BAP Committee by taking into account the ceilings.
10. The amount paid to scholarship students cannot exceed the BAP project ceilings and additional grant and/or section transfer cannot be requested for that matter.
11. Project director must have projected in the project application that a scholarship student is to be assigned as well as his/her qualifications, name/surname, period that he/she will work for and his/her cost to the project.

12. The contribution of the scholar to the project, his/her job definition, his/her qualification and justification should be clearly stated in the project application.
13. The scholarship students in the project should be not employed in a company or institution at the time.
14. Scholarship students in BAP projects cannot be scholarship students at TÜBİTAK domestic graduate scholar program at the same time.
15. The graduate students registered to Boğaziçi University can be assigned to BAP projects as scholarship students.
16. Student certificates should be submitted at the time of project application and during replacement of scholars. Graduate students who are accepted to a doctoral program in our University should submit the “conditional acceptance letter”.
17. Scholarship student assignment permits and budgets for new project applications are assessed and approved within the first project year.
18. Second and last 6-month scholarship student assignment requests for projects longer than one year are renewed and evaluated within the budget request of the related years and thus approved.
19. Scholarship student assignment permits will not be given later on for ongoing projects.
20. The minimum assignment period for scholarship students is 3 months. Permit for scholarships will be given, as per legislation, only within the project duration and for a minimum of 3 months. **In ongoing projects, the working period of scholarships students cannot be extended based on additional time granted to the projects with submission of periodic report.** The scholarship student working plan must be made accordingly.
21. Scholarship students can be appointed to projects for maximum 6 years.
22. Renewal of the permit of the scholarship student for the following year is only possible if the project director has to have projected that he/she will assign the scholarship student and has simultaneously submitted the periodic report and the following year budget request over the **Bilim İnsanı Portalı** [Scholar Portal]; has this request assessed and approved by the BAP Committee and has been allocated a grant within the limits of the budget. In order for the processes and reimbursements to be made in a timely and a correct manner, the project director is legally responsible for making the necessary notifications.
23. Graduate students with foreign nationalities can be appointed as scholarship students.
24. Scholarship students should be residing (physically) within the borders of Turkey.
25. In case the project is finalized totally or partially before its due date, the payments may be terminated by the project director.
26. In case the projects are suspended by the BAP Committee decision upon project director’s request, the service period of scholarship students will be considered terminated accordingly.
27. If a project is already ongoing, a request for replacing research personnel with a scholarship student may not be requested. Likewise, if a project is already ongoing, a request for replacing a scholarship student with research personnel may not be requested. Section transfer requests and following year budget requests to that effect are not accepted. Utmost care must be given to this issue at the time of project preparation.

6. SUBMISSION OF THE PROJECT APPLICATIONS TO THE BAP COMMITTEE

In the 10th article with the heading “Announcement of the Results” of the “Higher Education Institutions Research Projects Guideline” (https://arastirma.boun.edu.tr/sites/arastirma.boun.edu.tr/files/users/bapik/mevzuat/bap_yonet_meligi.pdf) that came into effect after being published in the Official Gazette dd. Nov.26, 2016 no. 29900, the provision “By the end of each year, Rectorate enters the summary information regarding all the supported, considered, ongoing and finalized projects to YÖKSİS system. This information is

announced to public through the Internet page of the higher education institution.” is stated. According to this provision, for the summary information (project number, project name, project area, project type, project start date, project end date, project summary, keywords, the department the project is handled in, project budget, project team) regarding the ongoing and finalized BAP projects under the letter no.E.72956 by YÖK Strategy Development Directorate to be submitted to YÖKSİS, an interface, considering web service and service parameters developed by YÖK IT Directorate was developed between the Scholar Portal and Project Life Cycle Application and YÖKSİS.

At the stage when all the project application steps are finalized and it is ready to submit the application by clicking the “Proje Başvurusu” [Project Application] button, and for ongoing and finalized BAP projects, when “BAP Projelerim” [My BAP Projects] tab is clicked, directors should give approval in the opening window. Otherwise, the new project application cannot be submitted and “My BAP Projects” [My BAP projects] tab cannot be reached for transactions regarding the ongoing and the finished projects.

After the approval is given by the project director, the new project application is transferred to the systems of the Department Head and the Dean/Director over the system. After the approvals of the Department and Academic Unit are completed, the process of assessment of the project application by at least two reviewers (one in-committee and one out-of committee reviewers) starts. After the reviewer evaluations are submitted to the BAP Committee, the project applications are annexed to the BAP Committee agenda to be assessed.

Project applications submitted after the starting date of the long-term appointment leaves or on official leave (military service leave, sick leave, maternity leave, unpaid leave, second 3-month appointment abroad etc.) that require a ÜYK [University Executive Board] decision are not considered for evaluation by the BAP Committee.

The evaluation of the project applications submitted before the start date of the appointment (görevlendirme) continues; in case the project evaluation process is finalized, the project contract is signed and the project attains the ongoing status before the start date of the appointment (görevlendirme), the principles that are applicable to ongoing projects are applied after the start date of the appointment (görevlendirme). In case the evaluation process of the project application is completed after the appointment (görevlendirme) start date, the project is accepted on the condition that the completion of the long-term assignment is notified through the EBYS (Electronic Document Management System), and the project attains the ongoing status only after the project contract is signed following the appointment. Planning should be made by considering evaluation may take longer than usual or the project applications may be re-sent to the applicant for revision more than once.

“Start-Up (SUP Code)” project application should be the first project application of the director after he/she has been appointed as assistant professor, associate professor or professor and started his/her fulltime work at this position. In case the first project application is made for one of the other project types or the application is not made in the mentioned period, the” Start-Up (SUP-code) project application right is lost; retrospective request of rights will not be granted. Only in case the project director submits a document to the BAP Committee regarding military service leave, maternity leave or a long-term health leave with a petition, project application date may be postponed by the count of the leave days upon evaluation.

New project applications submitted may be held at the new application, revision and awaiting contract status for maximum 1 year. In case the mandatory processes are not completed by the end of 1 year, mentioned project applications are cancelled over the system; the projects at the new application status are re-sent (if the reviewer evaluations are not completed), over the system, to

the project director as draft. However, in the application process of the **Start-Up (SUP Coded) projects, the revision responses by the directors should be submitted to the BAP Committee within the duration indicated in its decision. In cases the review processes are not completed within the indicated time periods, the related SUP project applications are re-sent, over the system, to the project director as draft.**

For further assistance; you may send an e-mail to "bapdestek@boun.edu.tr" address.

7. PROCESS OF PROJECT APPLICATION ASSESSMENT

The BAP Committee finalizes the project applications within the framework of reports prepared by at least two reviewers; one from and one from out-of-the BAP Committee. An invitation is sent to the out-of-the Committee reviewer(s) by the Head of the Committee. The identification of the out-of-the Committee reviewers are confidential and they submit their evaluation reports to the Head. The information about the reports is delivered orally to the Committee members by the Head during the Committee meeting. All the assessments regarding the project are conducted with academic confidentiality principles. The out-of-the Committee reviewer has an access to the extended project summary and based on the summary, he/she accepts or declines the invitation. In case the reviewer declines the invitation, the Head of the BAP Committee calls for another out-of-committee candidate to act as reviewer. In case an expert regarding the project title is unavailable, reviewers from outside the University may be invited. The signed assessment reports of the out-of-the University reviewers are filed. Upon acceptance of the invitation, the out-of-the Committee reviewer obtains access to the project proposal and evaluates the proposal in conformity with the following criteria and submits his/her detailed evaluation report to the Head of the Committee over the system.

The project evaluation criteria:

- Contribution to science and/or technology
- Clarity about the objective and the targeted end result of the project
- Conformity of the methodology with the objectives and the state-of-the art
- Knowledge and experience proficiency of the project director and the team members
- Appropriateness and the justification of the machine and equipment and the inventory stock
- Appropriateness and the justification of the project budget.

Within-the-BAP Committee reviewer evaluates the proposal in accordance with the above criteria and prepares his/her evaluation report and submits it to the Head via the Bilim İnsanı [Scholar Portal].

The project application is added to the Committee's agenda after the within- and the out-of-the Committee reviewers finalize their evaluations but if the within-the Committee reviewer cannot participate this meeting due to annual leave/excuse/assignment or a sick report, the evaluation of the project application is postponed until the first meeting he/she is available. During the Committee meeting, the within-the Committee reviewer presents the project briefly and shares his/her evaluations; the report(s) of the out-of-the Committee reviewer(s) is (are) read by the Head of the Committee and then the project is opened to discussion. The BAP Committee finalizes the project applications within the framework of reports prepared by the reviewers within- and out-of-the Committee and makes a decision whether to support the proposal as it is or to reject it or to accept it with modifications. The project is either supported or rejected or it may be re-sent to the project director for revision. Projects can be sent for revision more than once.

The BAP Committee may decrease or increase the budget proposed in the application of a project, may cancel the requests in the project, totally or partially and/or change the duration, the type or the title of the project. Project budget ceilings represent the upper limit of the budget that can be requested. In project proposals, budgets, requested at the upper limit and not compatible with the

work to be conducted in the project and/or are not duly justified, can be decreased by the Committee.

In accordance with the principle of impartiality, no Committee member is to be appointed as a reviewer for projects submitted by academicians from the department he/she is affiliated with. As in all national/international project assessments, the projects are assessed according to relevance to the research topic, feasibility, impact, contribution to literature and possible dissemination and the like. Also, as the decisions are finalized at the Committee like in all domestic/international project panels, it is expected that the proposal be written in a way to ensure that those whose expertise is not in the relevant area have also a good understanding of it.

New project applications, periodic/final reports and project requests are expected to be written in a clear, simple and comprehensible language. Unclear and incomprehensible texts prevent sound evaluation of the project. It is common practice to request revisions or ask questions in order to have a clear understanding of the applications, reports and requests.

Participation to scientific meetings (conference, symposium, congress) should be planned with pre-consideration that the normal evaluation periods may be exceeded and/or projects may be sent for revision more than once or they can be rejected.

The “Scientific Research and Publication Ethics Directive”, updated by the General Assembly Decision No. 23 of 10/11/2016, of the Higher Education Council (YÖK), was reviewed and the compliance of BAP project evaluation processes with the directive was confirmed by the BAP Committee who makes evaluation within the framework of the “Higher Education Institutions Ethical Behavior Principles”.

The evaluation period and the BAP Committee assessment for the “Standard (P code),” Doctorate (D code)” or “Complementary (M code)” project applications take six to seven weeks on the average.

- a. The evaluation period for high-budget projects like Altyapı (“S” kodlu) [Infrastructure (“S” code)], Çok Disiplinli (“R” kodlu) [Multidisciplinary (R code)], Sosyal ve Beşeri Bilimlerde Stratejik Araştırmalar (“SBA” kodlu) [Strategic Research in Social Sciences and Humanities (“SBA” code)] and İleri Teknoloji Uygulama ve Geliştirme (“TUG” kodlu) [Advanced Technologies Application and Development (“TUG” code)], Start-Up (“SUP” code) [Start-Up (“SUP” code)] projects take four to five months.

8. ANNOUNCEMENT OF PROJECT APPLICATION DECISIONS

“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 Deputy Rector responsible from research is uploaded back to the system and thus the project earns an ongoing project status.

The project budget becomes available only after the research project support decision and the code number is sent to the project director over the system and the contract is signed. Until the project is finalized, this code is used in all the transactions related to the project.

Only the first year budget allocations are determined by the BAP Committee during the evaluation process and the funds, for the accepted projects, are made available after the signing of the contract;

the budgets of the other years are not approved at the time of application. If a proposal has been made for the following years at the time of application, after the approval of the periodic report, the budget of the relevant year is evaluated and determined by the BAP Committee and made available after the signing of the contract.

For the project applications re-sent 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 the 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.

“Not Gönder” [Send A Note] field is limited to 4,000 characters. When the response to the revision is more than 4,000 characters, the system gives an error and the responses required to be submitted to the BAP Committee cannot be saved. In this case, the project application form already saved should be downloaded; the responses should be inserted in the form and it should be re-loaded to the system. An information note indicating that the responses are included in the project application is to be inserted in the **“Not Gönder”** [Send A Note] field. After clicking the submit button, the revised project application form is sent directly to the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) and automatically added to the BAP agenda with no need for the approval of the revised project proposal by the Head of the Department and the Dean/Director.

It is expected that the revisions done by the projects directors in response to the requests of the BAP Committee during the evaluation period should be taken into consideration during the execution of the project and these issues should be addressed in the periodic and final reports.

If the rejected project application is to be re-submitted with the same title and content, the relevant project application should be prepared taking into consideration the revision decisions taken by the BAP Committee based on the comments of the reviewers.

CONDUCTING THE RESEARCH PROJECTS

The **“Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması”** [Scholar Portal and Project 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 submitted 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.

The slip requests, the advance requests and all other requests including the appointments (görevlendirme) should be planned and made in a way **not to exceed the total period including the additional time.**

Projects should be finalized latest by the 33rd month starting from the project start date including the additional period. Hence, in **case the lifespan of a project has completed the 32nd month in total including the additional time, new** requests (travel request, additional budget request, additional time request (periodic report), section transfer, amendment request, following year budget request) are not assessed. The requests must have been submitted to the BAP Committee before the beginning of the 32nd month.

When the normal project period selected from the system as 12, 18, 24 and 30 months at the time of application expires (when project period depicts '0') new request (travel request, additional budget request, section transfer request, amendment request, following year budget request), new request slip and new advance process cannot be started. Only additional time may be requested along with the periodic report. **New requests, new request slips and new advance process can be started only after periodic report and additional time request have been accepted by the BAP Committee.**

As the projects are expected to finish in the 33rd month, additional time requests made along with a periodic report may be maximum 3 months for 30-month projects, 9 months for 24-month projects, 15 months for 18-month projects and 21 months for 12-month projects.

If the project period of 33 months, including the additional time, has been completed, requests for new request slip and new advance process cannot be started.

In order for the long-term appointments and/or leaves (military service leave, sick leave, maternity leave, unpaid leave, leave for second 3-month appointment abroad etc.) of the directors of the ongoing projects that require a ÜYK (University Executive Board) decision not to suspend the financial procedures for which a wet signature is needed, it is required that the director of the ongoing project transfer the directorship to a full time researcher (with a doctoral degree (except post-doc) on the project team or else, the project should be suspended during the project director's leave. The director may also request suspension of the project during his/her absence by submitting an amendment request to the BAP Committee. In case the transfer is not done by receiving the approval of the BAP Committee or if the project is not suspended, the administrative and financial procedures (submission of the periodic report with additional budget, section transfer, amendment, additional time, following year budget and additional travel budget requests; issuing new request slip, new advance requests; salary payment transactions of the research personnel (under full SGK coverage) / scholarship students) related to the project will be suspended by the BAP Committee decision; the research personnel (under full SGK coverage) is exited after his/her legal progress payment is paid. Salary transactions of scholarship students are terminated. Only the processes regarding the request slips and the advance requests which were started before the long-term assignment date that needs ÜYK [University Executive Board] decision continue and are completed

After the transfer, the original project director, unless otherwise requested, is automatically included in the project team; and can monitor the status of the project he/she has transferred, from the system using the **"Takip Ettğim Projeler"** [Projects I Follow]" tab.

Unless the project periodic report is submitted and additional time is requested by the director in 3 months following the termination of the project period (12, 18, 24 and 30 months), only the submission of the final report is allowed by the system. (Detailed information can be found in section "Finalization of the Research Projects".)

1. PROJECT BUDGET DISBURSEMENT PROCEDURES

A BAP project takes the ongoing status and its budget is opened once the wet signed project contract is uploaded to the “Bilim İnsanı Portalı” [Scholar Portal] (system).

The procurement process regarding the needed goods/equipment/services approved by the BAP Committee in line with the project start and the following year budget approvals or with the acceptance of additional budget, section transfer and amendment requests begins with the submission of **“İstek fişi”** [Request Slip] or **“Avans (Ön Ödeme) Talebi”** [Advance Request Form] by the project director over the system.

As the Request Slip or Advance Payment Request has to be invoiced after being activated on the Bilim İnsanı Portal [Scholar Portal], invoice should not be requested from the companies prior to activation.

In the case that the purchase of goods/equipment/services, approved by the BAP Committee, are finalized and the invoice is paid before a “İstek Fişi” [Request Slip] or Avans (Ön Ödeme) Talebi” [Advance Request Form] is prepared and the required approvals from financial signatories are taken, **it should be noted that as per legislation, it is not possible to make reimbursement from the BAP project budget.**

For procurements of goods/equipment/services that are not approved by the BAP Committee, an approval should be sought after applying to the BAP Committee. In the case expenditures and/or procurement are made without this approval, it should be noted that as per legislation, it is not possible to make reimbursement from the BAP project budget.

The disbursement procedures are determined depending on the volume of the purchases.

1.1. Advance 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 2022, **“Arkeolojik Kazı Çalışmaları”** [Archaeological Excavations] and **“İş Avans Tavanı”** [Work Advance Ceiling] are TL 23.900 (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 (“Yurt İçi Alım” [Domestic Procurement] or “Yurt Dışı 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. After saving the advance request by clicking on the **“Taslak Oluştur”** [Create a Draft] button, **“Örnek Teknik Şartname Formu”** [Sample Technical Specifications Form] that pops-up on the page is uploaded to the system. The form is uploaded back to the system by clicking on the **“Göz At”** [Review] button after being filled and saved.
- 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. To submit the advance request immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- i. If the advance request will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the advance request can be revised, cancelled or submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) by clicking on, respectively, the **“Yeniden Düzenlenebilir”** [Revise], **“İptal Edilebilir”** [Cancel] or **“Gönder”** [Send] button under the **“Avans Taleplerini Listele”** [List the Advance Requests] link under the **“Avans İşlemleri”** [Advance Transactions] menu.
- j. The uploaded **“Teknik Şartname Formu”** [Technical Specifications Form] is signed and sent 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 (**“Yurt İçi Alım”** [Domestic Procurement] or **“Yurt Dışı 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. To submit the advance request immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- h. If the advance request will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the advance request can be revised, cancelled or submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) by clicking on, respectively, the **“Yeniden Düzenlenebilir”** [Revise], **“İptal Edilebilir”** [Cancel] or **“Gönder”** [Send] button under the **“Avans Taleplerini Listele”** [List the Advance Requests] link under the **“Avans İşlemleri”** [Advance Transactions] menu.
- i. The **“Malzeme İstem Listesi Formu”** [Consumer Goods Request List Form] generated automatically by the system is printed by clicking on the **“Malzeme İstem Listesi Formunu Yazdır”** [Print Consumer Goods Request List Form] link, signed and sent 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 starting and the ending dates of the appointment (görevlendirme).
- f. Enter the advance amount.
- g. 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.
- h. To submit the advance request immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- i. If the advance request will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the advance request can be revised, cancelled or submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) by clicking on, respectively the **“Yeniden Düzenlenebilir”** [Revise], **“İptal Edilebilir”** [Cancel] or **“Gönder”** [Send] button under the **“Avans Taleplerini Listele”** [List the Advance Requests] link under the **“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 Techizat”** [Machines and Equipment] and **“Yolluk Giderleri”** [Travel Allowance] budget disbursement items, to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) attached to the **“Ön Ödeme (Avans) Kapatma Formu”** [Advance Reimbursement Form] filled latest within 50 days after the date advance is received.

Archaeological excavations [Archaeological Excavations Advance Reimbursement] period can be extended up to 3(three) months. 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 reimbursement Bank Account:

The residual advance is deposited to the **“Strateji Geliştirme Dairesi Başkanlığı Muhasebe Birimi Veznesine”** [Directorate of Strategy Development Office Accounting Unit] cash desk or to **“Ziraat Bankası Bebek Şubesi Boğaziçi Üniversitesi Bilimsel Araştırma Projeleri”** [Ziraat Bankası Bebek Şubesi Boğaziçi Üniversitesi Scientific Research Projects] **IBAN:TR65 0001 0007 5652 0484 2750 01 TL** account.

Advances received at the end of the fiscal year have to be reimbursed in the last week of” December”, regardless of the 50-day-period. Procurement and advance ceilings are indicated in the budget act every year, at the beginning of the fiscal year. Invoice address for the advance disbursement documents is as follows:

Invoice Address:

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 Directorate]. For 2022, the **“Doğrudan Temin”** [Direct Procurement] ceiling is **TL 218.256,00 +VAT**.

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 never 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 **exceed** the “**Doğrudan Temin**” [Direct Procurement] limit of **TL 218.256,00 +VAT** specified for 2022 are subject to “**İhale**” [Tender].

The year 2022 tender limit with “Pazarlık Usulü” [Negotiated Tendering] is TL 2.184.216,00 +VAT, the requests exceeding this limit are actualized by “**Belli İstekliler Arasında**” [Tender to Predetermined Bidders] process. 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 and its justification signed by wet signature should be submitted to the 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 Rektörlüğü/ Bilimsel Araştırma Projeleri Bebek/İstanbul/Turkey**” The ones prepared in a person’s or a department’s name will not be processed.
- b. The date of the proforma invoice must be within the validity period.
- c. It should include the same definition mentioned as the goods approved by the Committee.
- d. Terms of foreign sales/dispatch option should be indicated:
 - d.1. C.I.F. Cost, Insurance and Freight
 - d.2. C.F.R. Cost and Freight (indicating cost of goods+shipping port and place of destination)
 - d.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 belong to the buyer.
- e. The bank information that the transfer is to be made should be indicated.

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 example, for import costs for USD 5.000 and less, a budget of 25% + USD 1.500=USD 7.750; for costs in USD 5.000 – USD 50.000 interval, a budget of 35%; for import costs over USD 50.000, a budget of 30% and for custom-free imports a budget cos of 10% should be added to the cost of goods prior to the submission of the project. In the software procurement to be downloaded from the Internet, transfer 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, 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 Item

Guest researcher visit support, research, survey and the like to be made by a research company; insurance, freight, photocopy expenses, car rental expenses, analyses expenses, transportation expenses are covered by this section.

When the services are purchased from a person (real person) who does not have to prepare an invoice or a document to replace an invoice, (at most 6 months) the payment will be made by preparing a “**Harcama Pusulası**” [**Spending Bill**]. The net payment to the beneficiary is made after the **legal deductions of 20%** to cover the income tax. Utmost care should be given to this issue when the budget is planned.

Tax deduction for 20% may be deposited to “Boğaziçi Üniversitesi Muhasebe Birimi Veznesi” ne [Boğaziçi University Accounting Department Tax Unit Cash Desk] or “Ziraat Bankası Bebek Şubesi Boğaziçi Üniversitesi Muhasebe Birimi” [Ziraat Bank Bebek Branch Boğaziçi University Accounting Unit] account with IBAN: TR16 0001 0007 5644 7860 3850 01”. The related receipt should be submitted to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

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

- 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.
- Select the “**İlgili Talep Listesi Kalemi**” [Related Request List Item] and wait for the page to refresh.
- Select the appropriate market option (“**Yurt İçi Alım**” [Domestic Procurement] or “**Yurt Dışı Alım**” [Foreign Procurement])
- “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.
- h. To submit the request slip immediately, the “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- i. If the request slip will not be submitted immediately, it is saved by clicking on the “**Taslak Olarak Kaydet**” [Save as Draft] button; at a later time, the draft version of the request slip can be revised, cancelled or submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) by clicking on, respectively, the “**Yeniden Düzenlenebilir**” [Revise], “**İptal Edilebilir**” [Cancel] or “**Gönder**” [Send] button under the “**İstek Fişlerini Listele**” [List the Request Slips] link under the “**İstek Fişi İşlemleri**” [Request Slips Transactions] menu.
- j. The uploaded “**Teknik Şartname Formu**” [Technical Specifications Form] is signed and sent to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü)

2.2. Consumer Goods and Materials Procurement Disbursement Item

Publication support (International journal paper/book chapter and national/international book publication), stationery, paper, pen, CD's, microchips, toners, various lab materials (material list with price or proforma invoice is needed), 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 (“**Yurt İçi Alım**” [Domestic Procurement] or “**Yurt Dışı 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.
- g. To submit the request slip immediately, the “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- h. If the request slip will not be submitted immediately, it is saved by clicking on the “**Taslak Olarak Kaydet**” [Save as Draft] button; at a later time, the draft version of the request slip can be revised, cancelled or submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on, respectively, the “**Yeniden Düzenlenebilir**” [Revise], “**İptal Edilebilir**” [Cancel] or “**Gönder**” [Send] button under the “**İstek Fişlerini Listele**” [List the Request Slips] link under “**İstek Fişi İşlemleri**” [Request Slips Transactions] menu.
- i. The “**Malzeme İstem Listesi Formu**” [Consumer Goods Request List Form] generated automatically by the system is printed by clicking on the “**Malzeme İstem Listesi Formunu Yazdır**” [Print Consumer Goods Request List Form] link, signed and sent to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

2.3. Machines and Equipment and Procurement Disbursement Item

Disbursement for procurement of machines and equipment like computers, computer peripheral units (hard-disc, mouse, 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 license purchases are covered under this section.

Proforma invoices are necessary for procurements in all budget items and in all budget requests VAT should be included.

These steps are followed to submit “Makine Teçizat” [Machines and Equipment] and “Yazılım Alımları” [Software Procurement] “İstek Fiş” [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 Fiş 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 (**“Yurt İçi Alım”** [Domestic Procurement] or **“Yurt Dışı 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.
- h. To submit the request slip immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- i. If the request slip will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the request slip can be revised, cancelled or submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) by clicking on, respectively, the **“Yeniden Düzenlenebilir”** [Revise], **“İptal Edilebilir”** [Cancel] or **“Gönder”** [Send] button under the **“İstek Fişlerini Liste”** [List the Request Slips] link under the **“İstek Fiş İşlemleri”** [Request Slips Transactions] menu.
- j. The uploaded **“Teknik Şartname Formu”** [Technical Specifications Form] is signed and sent to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

2.4. Research Personnel Employment and Scholarship Student Assignment Disbursement Item

2.4.1. Research Personnel Employment (Full SGK coverage) Disbursement Item

The principles and procedures for employing research personnel in BAP projects is explained in detail in section **“Research Personnel Employment and Scholarship Student Assignment Request Item”** under the heading **“Preparation of the Project Application”**

In a project year (a project year is 12 months; it starts when the project contract is signed and extends to 12 months), research personnel can be employed for a minimum of 3 months; they cannot be employed for less than 3 months. The duration of the **“Belirli Süreli Hizmet Sözleşmesi”** [Fixed Term Contract] may be at most 12 months. **Every 12 months** (provided that research personnel employment is projected in the following year plan of the multi-year projects and the within the

period selected at project application) the **“Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract]** **should be renewed** and for information purposes, BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) should be contacted at least 1 month prior to the termination of the **“Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract]**. It is the responsibility of the project director and the research personnel to submit the **“Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract]** to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in due time. The Social Security System (SGK) entrance payments and the salary payments cannot be made retrospectively.

As per the legislation, the employment period of research personnel is limited by the project duration (The project duration can be minimum 12 months and maximum 30 months). The end date of the **“Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract]** cannot be later than the end date of the project duration. **The employment period cannot be extended based on the additional time granted to the ongoing projects upon submission of periodic report.** For the very reason, the plan for employment of research personnel should be made accordingly.

By Law number 5510, it is legal obligation for the employers to report, electronically, to the “Social Security Organization” the duration of the sick leave of the research personnel employed under SGK (Social Security System); in case it is not reported on time, an administrative fine will be charged. The research personnel who take a sick leave from a health organization should inform the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) on the day he/she gets, **in order to avoid severe penalties the University may be subject to, in case of failure.** Any liability that will arise belongs to the project director.

2.4.1.1. Social Security System (SGK) Employment Procedures

It is mandatory that the personnel who is going to start work to apply to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in person latest **1 (one) week** prior to his/her start date mentioned in the contract and to submit the system-generated **“SGK İşe Giriş İşlem Formu” [Social Security Employment Process Form]** signed by the project director and the research personnel, the **“Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract]** together with the following documents. SGK job entrance process is not executed between Jan.1st and Jan 14th.

- a. Photocopy of his/her ID card
- b. Student Certificate
- c. Medical Report
- d. Military Service Deferment Document from Prosecution Office
- e. Clearance Document from Prosecution Office
- f. CV and Diploma (for post-docs)

The above listed documents together with the **“Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract]** and **“SGK İşe Giriş İşlem Formu” [Social Security Employment Process Form]** should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) to be signed by the Rector after which the SGK employment process may be finalized.

The **“Ödenecek Aylık Brüt Ücret” [Payable Gross Monthly Salary]** mentioned in the personnel service contract represents the total of net salary, SGK worker’s contribution and total taxes payable; and **“Aylık Toplam Maliyet” (Monthly Total Cost)** represents the net salary, SGK employer’s contribution, taxes payable and SGK employer’s contribution.

The **“Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract]** and **“SGK İşe Giriş İşlem Formu” [Social Security Employment Process Form]**, which should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in person, can be found under the research personnel employment menu.

It is the responsibility of the project director and the research personnel to submit the **“Belirli Süreli Hizmet Sözleşmesi”** [Fixed Term Contract] to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in due time. The Social Security System (SGK) entrance payments and the salary payments cannot be made retrospectively.

“SGK İşe Giriş İşlem Formu” [SGK employment procedures form] may be filled in over the Scholar Portal by following the steps below:

- a. The **“Proje Başlığına”** [Project Heading] is selected under the **“Projelerim”** [My Projects] tab.
- b. The **“Personel Çalıştırma”** [Personnel Employment] menu on the left hand side of the upcoming screen is opened; the year and the month are selected and the **“SGK İşe Giriş İşlem Formu”** [SGK Employment Procedures Form] link is clicked on.
- c. The form on the upcoming screen is filled in with the information about the research personnel and the **“SGK İşe Giriş İşlem Formu”** [SGK Employment Procedures Form] button is clicked on.
- d. **“SGK İşe Giriş İşlem Formu”** [SGK Employment Procedures Form] is printed and submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

“Belirli Süreli Hizmet Sözleşmesi” [Fixed Term Contract] may be filled in over the Scholar Portal by following the steps below:

- a. The **“Proje Başlığına”** [Project Heading] is selected under the **“Projelerim”** [My Projects] tab.
- b. The **“Personel Çalıştırma”** [Personnel Employment] menu on the left hand side of the upcoming screen is opened; the year and the month are selected and the **“Hizmet Sözleşmesi Düzenle”** [Edit the Fixed Term Contract] link is clicked on.
- c. The form on the upcoming screen is filled in with the information about the research personnel and the **Sözleşme Oluştur”** [Create a Contract] button is clicked on. The period that the research personnel will be employed (Start Date and the End Date of the Contract) should be selected on the calendar in the order of **“Year, Month, Date”** respectively; while filling in the gross salary, a comma should not be used.
- d. **“Personel Hizmet Sözleşmesi”** [Personnel Service Contract] is signed by the project director and the research personnel and then submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

2.4.1.2. Monthly Payment Process

In order to execute the monthly payment procedures within the project period, the project director has to **grant approval between the 1st and the 5th of each month over the “Bilim İnsanı Portalı”** [Scholar Portal], as long as the research personnel work on the project. This process may be conducted by **“Check”** ing and clicking on the **“Kabul”** [Approved] button at the **Personel Çalıştırma Uyarısı** [Personnel Employment Notice] screen that will automatically come out as **“Bilim İnsanı Portalı”** [Scholar Portal] is accessed. This enables the smooth and uninterrupted flow of the financial procedures of the research personnel. If the approval of the research personnel is not performed, the other tabs or menus of the system cannot be accessed.

2.4.1.3 Termination of the Contract

Working period starts the next day after the completion of the SGK employment process (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.
- e. Suspension of the project by the BAP Committee decision upon the request of the project director.

Resignation Compensation of the Research Personnel Exited from SGK

According to the 4th article (B) clause of Government Official's Act no.657, government officials who are employed under 4/B contract at public administration institutions and who are not considered workers are granted compensation and the related regulation is detailed in the 7th article of the Bakanlar Kurulu [Cabinet] decision, under "Sözleşmeli Personel Çalıştırılmasına İlişkin Esaslar" [Principles Regarding Employment of Nontenured Personnel] heading.

According to the above, personnel who have completed uninterrupted at least 2 service years (24 months) are entitled to be paid resignation compensation in the amount of monthly total cost mentioned in his/her contract at his/her resignation date for each full service year worked in the project, in a manner not to exceed the maximum retirement grant paid to sample personnel with same or similar service class, title and the same educational status for one service year according to the Türkiye Cumhuriyeti Emekli Sandığı Act no.5434. In the case a year is exceeded, full year amount is re-calculated and paid according to corresponding number of days.

Service years of exited personnel are checked by BAP Mali Koordinatörlüğü [BAP Financial Coordinatorship]; the information of personnel with 2 uninterrupted service years (24 months) are sent to Personel Daire Başkanlığı [Directorate of Personnel Department] and their sample tenure and title rank are requested. According to the information received and in compliance with the "Sözleşmeli Personel Çalıştırılmasına İlişkin Esaslar" [Principles Regarding Employment of Nontenured Personnel], the resignation compensation is deposited to the related personnel's account.

In order to start the resignation procedure of the research personnel (under SGK coverage), it is the responsibility of the project director to submit the necessary notification to BAP Mali Koordinatörlüğü [BAP Financial Coordinatorship] in a timely manner, along with the resignation petition of the research personnel. In the case BAP Mali Koordinatörlüğü [BAP Financial Coordinatorship] is not duly notified or the resignation petition is not submitted, payment continues to be realized from the project budget.

According to the amendments made to the 4th article of the Law no. 5838 and the 102nd article of the SGK Law no.5510; the employer who does not report the insurance holder who resigns at his/her own accordance, within 10 days after his/her departure is subject to penalty. The project director has to submit the system-generated "**Personel İstifa Dilekçesi**" [Personnel Resignation Request] of the quitting employee, with wet signature, to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü), **at least 10 days prior to the employee's exit date.**

"Personel İstifa Dilekçesi" [Personnel Resignation Petition] may be filled in over the Scholar Portal by following the steps below:

- a. The "**Proje Başlığına**" [Project Heading] is selected under the "**Projelerim**" [My Projects] tab.
- b. The "**Personel Çalıştırma**" [Personnel Employment] menu on the left hand side of the upcoming screen is opened; the year and the month are selected and the "**Personel İstifası Düzenle**" [Edit Personnel Resignation] link is clicked on.
- c. The name of the research personnel for whom the personnel resignation form will be filled in is selected using the "**Projedeki Personeller**" [Project Personnel] field of the upcoming screen and the "**İstifa Dilekçesi Oluştur**" [Create a Resignation Request] link is clicked on.

- d. **“Personel İstifa Dilekçesi”**, [Personnel Resignation Petition] (preferably with signature) is uploaded back to the system by clicking on the **“Göz At”** [Review] button in the **“İstifa Disease”** [Resignation File] field.
- e. The **“Açıklama”** [Explanation] field is filled in and the **“İstifa Tarihi”** [Resignation Date] is selected on the calendar in the order of **“Year, Month, Date”** respectively.
- f. To submit the **“Personel İstifa Dilekçesi”** [Personnel Resignation Request] immediately, **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- g. If the **“Personel İstifa Dilekçesi”** [Personnel Resignation Petition] will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; the draft version of the resignation petition can later be submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) by clicking on the **“Gönder”** [Send] button under the **“İstifalar Listesi”** [List of Resignations] link under the **“Personel Çalıştırma”** [Personnel Employment] menu.
- h. Printed and signed **“Personel İstifa Dilekçesi”** [Personnel Resignation Petition] is sent to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü).

2.4.1.4. Changing Already-Employed Research Personnel

In case, in an ongoing project, the personnel employed within the allowed period needs to be replaced, after receiving the BAP Committee approval;

- a. In order to execute the SGK exit procedures of the research personnel, the steps in the **“Sözleşmenin Sona Ermesi”** [Termination of the Contract] are followed.
- b. In order to execute the SGK employment procedures of the new research personnel, the steps in the **“SGK İşe Giriş İşlemleri”** [SGK Employment Procedures] are followed.

2.4.2 Scholarship Student Disbursement Item

2.4.2.1. Scholarship Student Assignment Procedures

It is mandatory that the student who is going to be a scholarship student to apply to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in person **latest 1 (one) week** prior to his/her start date mentioned in the contract and to submit the system-generated **“Bursiyer Bilgi Formu”** [Scholarship Student Information Form], signed by the project director and the scholarship student together with the copy of the identity card.

The **“Bursiyer Bilgi Formu”** [Scholarship Student Information Form] can be download from the **“Bursiyer Görevlendirme Menüsü”** [Scholarship Student Assignment Menu]. It is the responsibility of the project director and the scholarship student to submit the **“Bursiyer Bilgi Formu”** [Scholarship Student Information Form] to BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) in due time. The scholarships cannot be paid retrospectively.

“Bursiyer Bilgi Formu” [Scholarship Student Information Form] may be filled in over the Scholar Portal by following the steps below:

- a. The **“Proje Başlığına”** [Project Heading] is selected under the **“Projelerim”** [My Projects] tab.
- b. The **“Bursiyer Görevlendirme”** [Scholarship Student Assignment] menu on the left hand side of the upcoming screen is opened; the year and the month are selected and the **“Bursiyer Bilgi Formu”** [Scholarship Student Information Form] link is clicked on.
- c. The form on the upcoming screen is checked and the empty fields are filled in with the information about the scholarship student and the **“Bursiyer Bilgi Formu Oluştur”** [Create Scholarship Student Information Form] button is clicked on.
- d. **“Bursiyer Bilgi Formu”** [Scholarship Student Information Form] is printed and submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü).

2.4.2.2. Scholarship Student Monthly Payment Process

In order to execute the monthly payment procedures within **the project period, the project director has to grant approval between the 15st and the 20th of each month over the Scholar Portal.**

This process may be conducted by **“Check”** ing and clicking on the **“Kabul”** [Approved] button at the **Bursiyer Öğrenci Görevlendirme Uyarısı** [Scholarship Student Assignment Notice] screen that will automatically come out as **“Bilim İnsanı Portalı”** [Scholar Portal] is accessed.

This enables the smooth and uninterrupted flow of the financial procedures of the scholarship student. If the approval of the scholarship student is not performed, the other tabs or menus of the system cannot be accessed.

2.4.2.3. Termination of the Scholarship

The scholarship terminates automatically on the **end date mentioned** in the scholarship information form. BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) finalizes the SGK accident insurance procedures. On the other hand, **if the scholarship student quits before the end date mentioned**, the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) should be notified **at least 10 days prior to the quit date** and a **“Bursiyer Ayrılma Dilekçesi”** [Petition for Termination of Scholarship] should be submitted. For each day that the BAP Financial Coordinatorship is failed to be informed about the quitting of the scholarship student along with the submission of the petition, payment continues to be made from the project budget.

“Bursiyer Ayrılma Dilekçesi” [Petition for Termination of Scholarship] **may be filled in over the Scholar Portal by following the steps below:**

- a. The **“Proje Başlığına”** [Project Heading] is selected under the **“Projelerim”** [My Projects] tab.
- b. The **“Bursiyer Görevlendirme”** [Scholarship Student Assignment] menu on the left hand side of the upcoming screen is opened; the year and the month are selected and the **“Bursiyer Ayrılma Dilekçesi”** [Edit Petition for Termination of Scholarship] link is clicked on.
- c. The name of the scholarship student for whom the petition for termination of scholarship form will be filled in is selected using the **“Bursiyerler”** [Scholarship Students] field of the upcoming screen and the **“İstifa Dilekçesi Oluştur”** [Create a Resignation Request] link is clicked on.
- d. The petition (preferably with signature) is uploaded back to the system by clicking on the **“Göz At”** [Review] button in the **“İstifa Dosyası”** [Resignation File] field.
- e. The **“Açıklama”** [Explanation] field is filled in and the **“İstifa Tarihi”** [Resignation Date] is selected on the calendar in the order of **“Year, Month, Date”** respectively.
- f. To submit the **“Bursiyer Ayrılma Dilekçesi”** [Petition for Termination of Scholarship] immediately, **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on
- g. If the **“Bursiyer Ayrılma Dilekçesi”** [Petition for Termination of Scholarship] will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; the draft version of the resignation petition can later be submitted to the **BAP Financial Coordinatorship** (BAP Mali Koordinatörlüğü) by clicking on the **“Gönder”** [Send] button under the **“İstifalar Listesi”** [List of Resignations] link under the **“Bursiyer Görevlendirme”** [Scholarship Student Assignment] menu.
- h. Printed and signed **“Bursiyer Ayrılma Dilekçesi”** [Petition for Termination of Scholarship] is sent to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü).

2.4.2.4. Changing Already-Assigned Scholarship Student

In case, in an ongoing project, the scholarship within the allowed period needs to be replaced, after receiving the BAP Committee approval;

- a. In order to execute the scholarship student exit procedures of the scholarship student, the steps in the “**Termination of Scholarship Student**” are followed.
- b. In order to execute the new scholarship student assignment procedures, the steps in the “**Scholarship Student Assignment Procedures**” are followed.

2.5. Travel Allowance Disbursement Item (Conference Attendance, Symposium, Congress)

It is stated in the first sub-clause 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 have 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.”

The items that may be requested from BAP Projects are:

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

2.5.1. Appointment Letters (Görevlendirme Yazıları) Process

Appointment letters regarding participation to scientific meetings (congress, conference, symposium) domestic/international fieldwork should have been submitted to the BAP İdari Koordinatörlüğü [BAP Administrative Committee] at least 30 days prior to the the travel date, over the EBYS (Elektronik Belge Yönetim Sistemi) [Electronic Document Management System]. Each appointment needs a separate approval. Requests for which appointment letters have not submitted and/or travel requests have not been submitted over the portal are not considered for evaluation by the BAP Committee.

As all the documents submitted over EBYS (Elektronik Belge Yönetim Sistemi) [Electronic Document Management System] bear date and time stamp, retrospective requests for travels regarding participation to scientific meetings are not considered in the BAP agenda and travel approval letters are not issued for domestic/international fieldwork. Furthermore, appointment letters submitted before the project is accepted by the BAP Committee, the project is signed and uploaded to the system are not accepted.

The appointment letters of the graduate students who are in the project team but not working under contract in one of the University’s unit or departments are submitted by the Institute they are affiliated with; the appointment letters of post-doc researchers working in BAP projects as research personnel are submitted by the unit or department the project director is affiliated with, over EBYS (Elektronik Belge Yönetim Sistemi) [Electronic Document Management System] to the BAP İdari Koordinatörlüğü [BAP Administrative Committee].

After the appointment letters are submitted by the related units (Faculty/Institute/Academy) to BAP İdari Koordinatörlüğü [BAP Administrative Committee] and the project directors submit the travel requests over the Scholar Portal simultaneously; the requests are added to the BAP agenda. *(Detailed information about creating **Seyahat Talebi** [Travel request] for participation to scientific meetings (conference, symposium, congress) may be found under “Proje Talepleri” [Project Requests], “Seyahat Ek Bütçe Talebi” [Travel Additional Budget Request].* After the Committee approval, for travel requests the appointment expenses (travel, registration, daily pay, accommodation) of which

will be covered by BAP projects, a **“Seyahat Onayı Yazısı”** [Travel Approva Letter] is sent to the appointees, the project directors and the related units.

For the Rector to approve the appointment, **“Seyahat Onayı Yazısı”** [Travel Approval Letter] must definitely be annexed to the appointment letter addressed to the Rectorate Office.

2.5.1.1. The Content of the Appointment Letters (Görevlendirme Yazıları)

Travel support is rendered once in a calendar year, to one person, even if he/she is a director in two projects. However, for one appointment; it is both possible to request the travel, registration, daily allowance and accommodation expenses in one batch and to request them within the same calendar year, under three different appointments (For example, as long as they are in the same calendar year, it is possible to request travel expenses for the first appointment, registration fee for the second appointment and daily allowance and accommodation expenses for the third appointment). But because one expense item cannot be reimbursed from more than one budget resource as per the regulation, daily allowance cannot be reimbursed from the **“BAP Budget”** and accommodation from the **“Rectorate Budget”** or the **“Faculty Budget”**; and, travel expenses or registration fee cannot be partially reimbursed from the BAP budget and partially from another budget. It is not possible to request the use of unused items in the next calendar year.

For appointments for participation to scientific meetings and international fieldwork, the appointee should first apply to his/her unit/department with his/her **“Davet Mektubu”** [Invitation Letter] and **“Bildiri Özeti”** [Journal Paper Abstract].

For the appointee who is appointed as per the affirmative decision of **the Executive Board of the department he/she is affiliated with and as per the appointment letter**; the related information [the place, the content of the duty and its duration, the route to the country/city that the scientific meeting/fieldwork is held (e.g., Istanbul-New York-Istanbul), vehicles to be used (e.g., plane, train, bus, ferry), appointment dates, dates of the scientific meeting, the source of expenditure and the BAP project that will cover the request] has to be sent to BAP İdari Koordinatörlüğü [BAP Administrative Coordinatorship] over EBYS (Elektronik Belge Yönetim Sistemi) [Electronic Document Management System]. **“Gündelik ve Konaklama”** [Daily Allowance and Accomodation] should be written together and not separately as only “Gündelik” [Daily Allowance] or only “Konaklama” [Accomodation]. **As the support for the USA and the distant countries is two days before and after the scientific meeting and for Europe and nearby countries, one day before and after the scientific meeting,** the date interval of the daily allowance and accommodation support should be definitely included in the appointment letter.

In the case that the project director is to be supported from different budget sources in different cities or countries, which expenses (travel, registration fee, daily allowance and accommodation) is to be supported from which budget should be specifie in the appointment letter.

The appointment letters submitted to the **“Rectorate Office”** and to the **“BAP İdari Koordinatörlüğü”** [BAP Administrative Coordinatorship] should contain exactly the same details.

As the BAP Committee gives approval for the budget to be transferred to the project for the coverage of the appointment expenses, in the case that there is no BAP approval, even if the appointment letter addressed to the Rectorate Office is signed, BAP Mali Koordinatörlüğü [BAP Financial Coordinatorship] does not make the reimbursement.

In case of a travel, for which the support is approved by the BAP Committee cannot be realized due to unforeseeable reasons, the letter for cancellation of appointment (görevlendirme) should be submitted to BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) over the EBYS

(Electronic Document Management System (Elektronik Belge Yönetim Sistemi)). Expenses related to the unrealized appointments (görevlendirme) made so far (e.g. plane tickets bought in advance, pre-paid accommodation/registration fees) cannot be reimbursed from the BAP budget. After the cancellation, in the same calendar year, a new appointment (görevlendirme) application can be made to the BAP Committee. If cancellation is not made for an unrealized appointment (görevlendirme), even if no expenses were incurred, the travel will be considered as utilized and therefore it will not be possible to make a new appointment (görevlendirme).

Under the condition that it is an international meeting, the travel allowance, registration fee, daily pay and accommodation expenses are reimbursed. Participation to domestic scientific meetings are not supported. Car rental service expense is not supported for participation to scientific meetings.

For international scientific meetings taking place within İstanbul city borders, only registration fee is reimbursed. For the reimbursement of the registration fee, submission of the **document of participation to the scientific meeting, the invoice of the registration fee and the approval of the appointment (görevlendirme) are required.**

In order to receive approval for domestic/international fieldwork in the projects approved by BAP Committee, a travel request should be submitted to the BAP Committee. After the fieldwork appointment letters addressed to BAP İdari Koordinatörlüğü [BAP Administrative Coordinatorship], **“Seyahat Onay Yazısı”** [Travel Approval Letter] will be sent to the appointees and the units/departments they are affiliated with. In order for the appointment to be approved by the Rector, **“Seyahat Onay Yazısı”** [Travel Approval Letter] should also be submitted along with the appointment letter addressed to the Rectorate Office. The appointment letters submitted to the Rectorate Office and to the BAP İdari Koordinatörlüğü [BAP Administrative Coordinatorship] should contain exactly the same details.

As long as they are approved by the BAP Committee, for appointment letters regarding domestic fieldwork; the cities, the location, station, the route to the fieldwork; whether car rental service will be purchased or official car is going to be used (As official cars have taşımatik, HGS/OGS; gas, bridge/highway fares are not supported by the BAP budget.) and the car plates should be indicated.

In domestic fieldwork; during the temporary duty, taxi cannot be used within the city. If essential, total 4 round trip taxi fares (2 for departures, 2 for arrivals; from home to station (plane, train, bus) and from station to place of duty) are reimbursed and submission of the taxi fare receipt is necessary for reimbursement. But in case the route to the fieldwork or the locality of the places, stations etc. that are away from the settlements or out of the municipality borders where public transportation (usual) is not available, provided that the route and the regions, stations etc. that the fieldwork is going to be done are mentioned in the project application and approved by the BAP Committee and is stated in the project contract, **private cars** may be used or **daily car rental services** may be purchased. **The cost of 7lt. of unleaded gas per 100 km. may be reimbursed.**

During domestic fieldwork, if car rental service will be purchased, the expenses approved by the project budget are to be reimbursed from the budget allocated to service procurement item 03.5; the daily allowance and travel expenses for the appointment period from the duty location to the appointment location (plane, train, bus etc.) are to be reimbursed from the budget allocated to domestic travel expenses item 03.3.1.1.

Daily car rental services are reimbursed only by **“Ön Ödeme (Avans)”** [Advance Payment]. The advance request must have been submitted 30 days prior to the start date of appointment. If the car rental service will be purchased for domestic fieldwork, the request should be made over the system,

30 days prior to the date the fieldwork will start, limited to the dates of appointment. The date interval of the car rental must be specified on the **Harcama Belgesi** [Spending Order]. These dates cannot exceed the appointment dates. Possible route should be specified in the approval letter. Appointment approval and advance request should have been requested simultaneously before the planned date of fieldwork. **Car rental service should be purchased excluding gas; the gas bills** should be submitted separately to BAP Financial Coordinatorship as expense documents.

Car Rental Expense Documents;

- a. Appointment letter approved by the Rector
- b. Spending Order
- c. Invoice
- d. 3 offers
- e. Car rental contract
- f. Market research report
- g. Gas bill

Meetings with various government institutions and companies should not be budgeted under fieldwork and related use of private car, car rental, and fuel expenses should not be requested. As these institutions are within the municipality borders, public transportation (usual) must be preferred.

No daily pay, accommodation or travel allowance is supported for fieldwork to be executed within İstanbul city borders.

In case the graduate students, research assistants and other researchers who take part on the project team approved and budgeted by the BAP Committee want to travel by plane to the city the domestic fieldwork will take place, the reimbursements will be made provided that the phrase “uçakla” (by plane) is included in the appointment letter (görevlendirme yazısı). Graduate students who are on the project team but are not in hold of research assistant (ARGÖR) position can participate in the fieldworks approved by the BAP Committee and can get reimbursement, within the ceilings determined by the BAP Committee, for their expenditures provided that an appointment letter (görevlendirme yazısı) prepared by the project director is presented to the “Rectorate Office” and an approval is given by the Rector.

In participation to international meetings/fieldwork; use of public transportation (usual) is mandatory in all appointments (görevlendirme). In case public transportation (usual) is not available out of the municipality borders and the use of taxi is a must, taxis may be used, however submission of taxi fare receipt is necessary. Taxis may not be used within the city borders during appointments (görevlendirme). In total 4 round trip taxi fares (2 for departures, 2 for arrivals; from home to station (plane, train, bus) and from station to place of duty) are reimbursed and submission of the taxi fare receipt is necessary for reimbursement.

Car rental fees cannot be reimbursed for participation to international scientific meetings and gas bill cannot be reimbursed in case a private car is used.

The foreign field work expenses of a project director, who is officially off duty during a long-term appointment or official leave (military service leave, sick leave, maternity leave, unpaid leave, second 3-month appointment abroad etc.) cannot be covered due to transferring the directorship of the project and joining the project team [(In foreign field work, only the project director (except for the

doctorate students in “D” code projects) is supported], even if it was approved by the project contract.

Documents in order to receive Domestic/Foreign Travel Allowance:

- a. The appointment letter (görevlendirme yazısı) approved by the Rector (EBYS);
- b. The decision of the Executive Board of the Faculty/Institute which the applicant is affiliated with;
- c. Travel (Plane ticket, its invoice, boarding cards- bus, train etc. tickets).
- d. For daily allowance and accommodation expense refund; if available, an accommodation invoice (For only daily allowance and accommodation expense refund, for information purposes, travel expense document should be presented.);
- e. For registration fee refund, certificate of participation and its translation (For only registration fee refund, if available, for information purposes, travel expense document should be presented.
- f. Wet-signed domestic/international temporary appointment travel allowance declaration form **[Yurt İçi/Yurt Dışı Geçici Görev Yolluk Bildirimi Formu]**

Note: The originals of all the expense documents together with the “**Avans Kapatma Formu**” [Advance Reimbursement Form] should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) latest within 30 days following the return date from the appointment (görevlendirme) if an advance was received.

Reimbursements are subject to presentation of documents and invoices. **Credit card slips or payment information received by e-mails have no validity.** All the invoices should bear the name of the person appointed and attended to the meeting. Lumpsum invoices have no validity. All types of plane, train, bus tickets are admissible. If the domestic and foreign travels (for participation to international scientific meetings or for fieldwork) is to be made by plane, the phrase “**uçakla**” (**by plane**) should be included in the appointment letter (görevlendirme yazısı). First class tickets are not reimbursed; the tickets are reimbursed only for economy class. **The tickets should be round trip tickets to the city the scientific meeting/fieldwork will be held. In travels with connecting flights, accommodation for a number of days at a specific location is not permitted. Connecting flights should be in the same day.** Otherwise, due to rerouting, travel expenses cannot be refunded.

2.5.2. Daily Allowance and Accommodation Expenses

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

When appointed through BAP projects, as per legislation, “**Daily Pay and Accommodation**” expenses cannot be covered by more than one resource. For example, daily allowance cannot be paid from “**BAP Budget**” and accommodation cannot be paid from the “**Rectorate Budget**” or “**Department Budget**”. Accordingly, the requests should be made as “**Daily Allowance and Accommodation**” at the time of application for an appointment letter, not only as “Gündelik” [Daily Allowance] or only as “Konaklama” [Accommodation].

For this reimbursement, the letter of appointment (görevlendirme) approved by the Rector should be submitted. No other expense document is required. 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 BAP Committee that year.

2.5.2.1. Domestic Daily Allowance and Accommodation Expenses

For domestic appointments (görevlendirme) for fieldwork and for participating international scientific meetings (conferencs, syposium, congress) the maximum number of days the daily pay is reimbursed is 180. For the first 90 days, the full daily pay and for the following 90 days 2/3 of the daily pay is reimbursed.

For expenditures to be made according to the Travel Expense Law no.6245 clause 33 (d), for the first 10 days of the appointment the amount of daily allowance plus 95% extra; for the following 80 days, 50% of the daily allowance, and for the following 90 days, 75% of the daily allowance are taken as basis.

Reimbursement of daily allowance and accommodation from the same source is essential and they cannot be divided to be covered by more than one source. The total amount of reimbursement cannot exceed the BAP ceilings.

2.5.2.2. Foreign Travel Daily Allowance and Accommodations Expenses

Daily allowances to be reimbursed for travel and for the first ten days of habitation each time the appointees leave Turkey or the country they are appointed for sabbatical and other research leaves, to are calculated as 50% extra of the amount mentioned in the sheet regarding “Decree about daily allowance to be reimbursed for travelling abroad”.

For the reimbursement of the foreign accommodation and in the case an accommodation invoice is received, if the daily accommodation cost in the invoice exceeds the projected daily allowance amount by 40%, the 70% of the excess is reimbursed for accommodation. Nevertheless, it cannot exceed the 70% of the total daily allowance.

Reimbursement of daily pay and accommodation from the same source is essential and they cannot be divided to be covered by more than one source. The total amount of reimbursement cannot exceed the BAP ceilings.

For the reimbursement of the daily pay and accommodation, an accommodation invoice should be received for the period spent abroad within the limits of the appointment (görevlendirme) period. In case no accommodation invoice is presented, only daily expenses are reimbursed. Accommodation expenses are not reimbursed. House rental/room fee incurred in the foreign fieldwork abroad is reimbursed only if it is invoiced.

Daily allowance and accommodation expense are paid to cover 2 days prior and 2 days after the conference for the U.S.A. and the distant countries and, 1 day prior and 1 day after the conference for Europe and nearby countries.

2.5.3. Registration Fee Expenses

As per the 36th article of the Regulation of Central Administrative Expenditure Documents that came into force in 2005 and published on Dec.31, 2005 with no.26040 in the 3rd Repetitive Official Gazette it is stated that; for the reimbursement of the participation expenses of the scope who participate the courses and meetings held by public company and institutions, vocational institutions, organizations and foundations; the following documents should be submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü);

- a. Decision of the BAP Committee
- b. The Rector’s approval (over EBYS)
- c. Letter of participation
- d. The actual invoice of the registration fee and its translation in Turkish;

In case the above mentioned documents (letter of participation and the invoice of the registration fee) are not received from the companies or institutions that are organizing 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.

For international scientific meetings taking place within İstanbul city borders, only registration fee is reimbursed.

3. PROJECT REQUESTS

The “**Bilim İnsanı Portalı ve Proje Yaşam Döngüsü Uygulaması**” [Scholar Portal and Project Life Cycle Application] is used for processes for supporting, monitoring and finalization of the research projects and the decisions to be made by the BAP Committee.

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, the BAP Committee should be informed and approval should be received. **No changes should be made without receiving approval.**

All the requests like appointment requests, request slips and advance requests should be planned, requested and started in a way **not to exceed the total period including the additional periods** granted by the BAP Committee.

Projects should be finalized latest by the 33rd month starting from the project start date including the additional period. **In case the projects have completed their 32nd month in total including the additional periods**, new requests (travel request, additional budget request, additional time request (periodic report), section transfer, amendment request, following year budget request) are not assessed.

When the normal project period selected from the system as 12, 18, 24 and 30 months at the time of application expires (when project period depicts ‘0’) new request (travel request, additional budget request, section transfer request, amendment request, following year budget request), new request slip and new advance process cannot be started. However, additional time request can be submitted along with the periodic report. **Only after the periodic report and additional time requests are accepted, the new request, new request slip and advance process can be started.**

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. The requests are finalized after a thorough evaluation by the BAP Committee. The requests for additional budgets should be submitted to the BAP Committee over the “**Bilim İnsanı Portalı**” [Scholar Portal] during the project year the budget belongs to. Additional budgets not requested in the pertinent project year cannot be requested or opened to use retrospectively.

“**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 while the project is proceeding.

The Publication Support (international journal paper/book chapter and international/national book publication) request is made as an additional budget request within the 25% additional budget rate, for **only once every year for each ongoing project** as consumption expense. In case writing a

book/book chapter is anticipated in the course of the project, this has to be specified as one of the objectives or targeted end results of the project at the time of project application.

3.1.1. Publication Support

Publication support for publishing journal papers, book chapters and books, with Boğaziçi University address, **resulting from the BAP projects, cited to the related project with the name of Boğaziçi Üniversitesi and by quoting the project code (using the phrase “BÜ Bilimsel Araştırma Projeleri tarafından kodu ile”** in publications in Turkish and **“by Boğaziçi University Research Fund Grant Number ...”** in publications in English) is provided.

In one year, for each of the ongoing projects of the project director, either one international journal paper support or one international book chapter support or one international or national book support is provided. The above mentioned acknowledgegent conditions must be fulfilled to receive these supports. Supports provided for publication preparation are explained below.

Since 2021, additional budget is rendered to “Start-Up” [“SUP” code] projects only if additional budget request is has been submitted. For **“Start-Up” (SUP code)** projects that have started before year 2021, as the publication preparation/writing support is received back into the pool after being included in the project budget; for the funds in the relevant budgets of the ongoing projects to be available, the director should submit an amendment request over the **Bilim İnsanı ve Yaşam Döngüsü Portalı** [Scholar Portal] and get BAP Committee approval.

a. International Journal Paper Support

In order to increase the number of journal papers to be published in leading and influential journals according to SCIE, SSCI, and AHCI indices of the realted branch of science; support is provided for;

- Color-printing and over-page charges after acceptance
- Language, visual editing, and/or proofreading services before and/or after acceptance,
- Maximum 3 journal paper submission charge (submission fee) even if the director has two projects

against invoicable fixed service.

For journal list, the lists mentioned by the Clarivate indicated in the links below are taken as basis. The open-access journal papers are not considered for support, although they may be in the journal papers published in other indices listed in the below links and, journal papers published in journals covered in the ESCI (Emerging Sources Citation Index) index.

- **SCI-E link adresi**
<http://mjl.clarivate.com/cgi-bin/jrnlst/jloptions.cgi?PC=D>
- **SSCI link adresi**
<http://mjl.clarivate.com/cgi-bin/jrnlst/jloptions.cgi?PC=SS>
- **A&HCI link adresi**
<http://mjl.clarivate.com/cgi-bin/jrnlst/jloptions.cgi?PC=H>

a. International Book Chapters Support

Support is rendered for “International Book Chapters” (**excluding** undergraduate and graduate core textbooks) to be published by leading and influential publishers in the related branch of science, provided that writing a book chapter has been specified in the application form, as one of the objectives or targeted end results of the project,

- Language, visual editing, and/or proofreading services before and/or after acceptance (may be used in parts)
- Color-printing charges after acceptance
- Maximum 3 journal paper submission charge (submission fee) even if the director has two projects

against invoicable fixed service.

For the international publisher list, the list mentioned by the Clarivate Analytics Organization indicated in the link below is taken as basis.

<http://wokinfo.com/mbi/publishers/>

b. International/ National Book Support

Support is provided for publishing international/national books (excluding undergraduate and graduate core textbooks) printed by leading and influential publishers in the relevant branch of science, provided that writing a **book chapter** has been specified in the application form as one of the objectives or targeted end results of the project.

- **Language, visual editing and/or proofreading services** before and/or after acceptance (may be used in parts)
- **Color printing** after acceptance

Against invoicable fixed service.

For the international publisher list, the list mentioned by the Clarivate Analytics Organization indicated in the link below is taken as basis.

<http://wokinfo.com/mbi/publishers/>

The requests for books to be published in Turkish will be assessed on project basis taking into account the list of publishers proposed by the faculties and institutions.

3.1.2. Publication Support Ceilings and Terms of Payment

Either an international journal paper support, or an international book section support, or an international or national book support is provided in a calendar year for each ongoing project of the project director.

Support ceilings are as follows:

- International journal paper support ceiling is **USD 1.600** for international journal papers. The support for submission fee is evaluated within this ceiling. At most 3 submission fees per annum is supported.
- **USD 1.600** for international book chapters,
- **USD 2.000** for international books,
- **TL 2.500** for national books.

Terms of payment

For journal papers, Books/Book Chapters: 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/book chapter/book (or the book sample)** are submitted to the BAP Financial Coordinatorship (BAP Mali Koordinatörlüğü) following the actual publishing. For the publishing of the book, copyright document is also requested. Publishing support is not rendered retrospectively.

To pay the “Submission Fee Support”, that has been approved by the BAP Committee during the project application, an advance request is to be submitted via the system. Following the approval of the advance request by the financial signatories and the execution officials, the transfer of the advance amount to the project director’s/advance trustee’s bank account should be realized. Only then, the submission fee may be paid and the manuscript may be submitted to the publishers for evaluation.

For language, visual editing services and / or proofreading services approved by the BAP Committee, the process is initiated by the project directors by issuing a request slip or by requesting an advance payment.

3.1.3. 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] must be filled in. The name and the surname of the researcher to be invited, his/her Curriculum Vitae, the duration he/she will stay, the relation of his/her research field to the project, his/her contribution to the project and the expenses expected to be reimbursed should be mentioned in detail on the form.

- a. Financial transactions for requests approved by BAP Committee are executed with “**Hizmet Alımı İstek Fişi**” [Service Procurement Request Slip] prepared by the director.
- b. A “**Service Contract**” is signed with the guest researcher.
- c. After the service procurement is granted, **service fee is transferred to the guest researcher’s bank account that the project director declares, in the related currency.**

Support ceiling is;

- **A gross total of TL 15.000 for visitors from the U.S.A. and distant countries** (20% income tax will be deducted from the gross amount.);
- **A gross total of TL 12.500 for visitors from the Europe and nearby countries** (20% income tax will be deducted from the total amount.).

The support amount is determined by the BAP Committee within these ceilings.

The net payment to the beneficiary is made after the legal deductions of 20% to cover the income tax. Utmost care should be given to this issue when the budget is planned.

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” [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 allowance etc.) are reimbursed by the director. When the visit is over, a **“Harcama Pusulası” [Spending Bill]** 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. When the services are purchased from a person (real person) who does not have to prepare an invoice or a document to replace an invoice, the payment will be made by preparing a **“Harcama Pusulası” [Spending Bill]**. The net payment to the beneficiary is made after the **legal deductions of 20% to cover the income tax**. Utmost care should be given to this issue when the budget is planned.

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](#)
- b. [Guest researcher service contract](#)
- 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]** (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. Select the **“Talep Tipi” [Request Type]**. If additional budget request is to be made for an item under the project request list, select the **“Talep Listemdeki Bir Kaleme” [To an Item in My Request List]** and fill in **“Var olan Talepler, Toplam ve Gerekçe” [Existing Requests, Amount and Justification]** fields. If additional budget request is to be made for a new item, the **“Yeni Bir Talep Kalemine” tipi [“To a New Request Item” Type]** is selected, the **“Talep Türü, Türü, Gerekçe, Adet, Birim Fiyatı ve Tutar” [Request Type, Type, Justification, Quantity, Unit Price and Amount]** fields are filled. No commas should be used when entering the **“Birim Fiyat” [Unit Price]** or the **“Tutar” [Amount]**.
- c. To submit the request immediately, the **“Kaydet ve Şimdi Gönder” [Save and Send Now]** button is clicked on.
- d. If the request will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet” [Save as Draft]** button; at a later time, the draft version of the request can be revised, cancelled or submitted to the BAP Committee by clicking on, respectively, the **“Yeniden Düzenlenebilir” [Revise]**, **“İptal Edilebilir” [Cancel]** or **“Gönder” [Send]** button under the link **Talepleri Listele” [List the Project Request]** under **“Proje Talepleri” [Project Request]** menu.

3.2. Travel Additional Budget Request

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

additional budget. After the transactions related to travel expenses are finalized by the BAP Financial Coordinatorship, the remaining travel budget is accepted return to the BAP budget pool.

3.2.1. Scientific Meeting (Conference Symposium, Congress) Participation Support

BAP supports the participation to scientific meetings to enable the presentation of the deliverables of scientific research. The prerequisite to get the support is the existence of a paper that is accepted to be presented in an international and peer-reviewed 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 Research Fund (BAP) with reference “BÜ Bilimsel Araştırma Projeleri tarafından kodu ile” or “by Boğaziçi University Research Fund Grant Number]. **Travel support is given once in a calendar year, to one person, even if he/she is a director in two projects.**

Support is provided for attendance to international and especially peer-reviewed scientific meetings (conference -symposium-congress) in BAP projects.

Appointment letters (Görevlendirme Yazıları) sent prior to acceptance of the project proposal by the BAP Committee decision, or prior the project contract is signed and uploaded to the system, are not accepted.

After the project is accepted and the foreign travel becomes definite, transportation, daily allowance, accommodation expenses and registration fee are covered by the travel additional budget. Travel additional budget is assessed separately from the 25% additional budget. **For all project types**, travel support is provided to the project director and to the full-time Faculty members of our University, the full time Boğaziçi University employees with a doctoral degree. and post-doc researchers working as research staff, on the team, within the following ceilings.

Ceilings for 2022	U.S.A. and Distant Countries	Europe and Nearby Countries
Travel expenses	TL 13.200	TL 5.700
Daily Allowance/ Accommodation	TL 5.700	TL 5.700
Registration Fee	TL 7.500	TL 7.500
Virtual Conference Registration Fee	TL 5.000	TL 5.000

An international meeting participation support may be granted once a calendar year to the doctorate student in **Doctorate (D Code) project** provided that he/she owns studentship rights and will present a paper. The travel support is provided as an additional support (within the following ceilings), apart from the project budget ceiling and 25% additional budget. Support is not provided for doctoral students for both participations to international meetings and international fieldwork in the same year.

2022	U.S.A. and Distant Countries	Europe and Nearby Countries
Travel expenses	TL 13.200	TL 5.700
Daily Allowance/ Accommodation	TL 5.700	TL 5.700
Registration Fee	TL 7.500	TL 7.500

Virtual Conference Registration Fee	TL 5.000	TL 5.000
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An international meeting participation support may be granted once a calendar year to one graduate student (MS, MA or Ph.D.) who is on the project team of a **Complementary Support (M Code) project** provided that he/she owns studentship rights and will present a paper. The travel support is provided as an additional support within the following ceilings, apart from the project budget ceiling and 25% additional budget. The principles and procedures for such support will be considered within the framework of the rules for supporting doctoral students in “D” code projects.

2022	U.S.A. and Distant Countries	Europe and Nearby Countries
Travel expenses	TL 13.200	TL 5.700
Daily Allowance/ Accommodation	TL 5.700	TL 5.700
Registration Fee	TL 7.500	TL 7.500
Virtual Conference Registration Fee	TL 5.000	TL 5.000

An international meeting participation support may be granted once a calendar year to **one graduate student (MS, MA or Ph.D.)** who is on the project team (*those students who are included in the team after the project attains an ongoing status will not benefit from this grant*) of a **Standard (P Code) project** provided that he/she owns studentship rights and will present a paper. The travel support is provided as an additional support, within the following ceilings apart from the project budget ceiling and 25% additional budget. The principles and procedures for such support will be considered within the framework of the rules for supporting doctoral students in “D” code projects.

Ceilings for 2022	U.S.A. and Distant Countries	Europe and Nearby Countries
Travel expenses	TL 6.600	TL 2.850
Daily Allowance/ Accommodation	TL 2.850	TL 2.850
Registration Fee	TL 3.750	TL 3.750
Virtual Conference Registration Fee	TL 2.500	TL 2.500

BAP does not support the domestic national scientific meetings. In case a researcher wants to participate a domestic international scientific meeting, his/her right to participate an international meeting is considered to be exercised for that specific calendar year.

- b.** Appointment letters (görevlendirme yazıları) related to the travel requests should be submitted through the EBYS (Electronic Document Management System (Elektronik Belge Yönetim Sistemi)) at least 30 days prior to the travel date.

- c. As the appointment *letters (görevlendirme yazıları)* sent via the EBYS (Electronic Document Management System (Elektronik Belge Yönetim Sistemi)) bear date and time stamp, retroactive assignments are in no way taken into consideration by the BAP Committee.
- d. More than one full-time faculty member/employer with a doctoral degree may receive support from the related project for participating the same scientific meeting, only if they have different papers.
- e. In Doctorate (“D” Code) projects, only the doctoral student may receive support for participating scientific meetings only if he/she is still holding his/her studentship rights. As the studentship rights finish when the maximum residence time is completed, the doctoral 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 doctoral student to receive support from the project for participating the same meeting, they should have different papers.
- f. International meeting participation support is not granted for graduate or doctoral students working in Altyapı (“S” kodlu) [Infrastructure (“S” code)], Çok Disiplinli (“R” kodlu) [Multidisciplinary (R code)], Sosyal ve Beşeri Bilimlerde Stratejik Araştırmalar (“SBA” kodlu) [Strategic Research in Social Sciences and Humanities (“SBA” code)] and İleri Teknoloji Uygulama ve Geliştirme (“TUG” kodlu) [Advanced Technologies Application and Development (“TUG” code)], Start-Up (“SUP” code) [Start-Up (“SUP” code)] projects.
- g. 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. Post-docs who are on the team but not employed as research personnel cannot be supported.
- h. The young assistant professors have recently appointed and started to work full time, apart from the BAP support rendered once a year to present papers in international scientific meetings, will be granted a second foreign travel support for 3 years starting from the date they start work to present papers, to be listeners, to participate workshops, to develop joint projects or to initiate collaborations. In case the travel is requested to be a listener, to participate a workshop, to develop joint projects or to initiate collaboration without presenting a paper, a detailed explanation about the nature and the necessity of the travel request is to be presented to the BAP Committee at the time of travel request. Dates of foreign travel to develop joint projects or to initiate collaborations need to be planned accordingly and the travel requests are to be made timely. Travel supports not requested in the pertinent calendar year cannot be requested and opened to use retrospectively.
- i. If faculty members on long-term 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. In case the faculty members are on long-term leave in a foreign country and if they want to travel from Turkey, their sabbatical appointment (görevlendirme) should be officially ended and the BAP Committee should be informed in writing.
- j. 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.** After the project is accepted and the foreign travel becomes definite, transportation, daily allowance, accommodation expenses and the registration fee are covered by travel additional budget.

These steps are followed to submit (Bilimsel Toplantılara Katılım/Participation to International Meetings) “Seyahat Talebi” [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]
- d. “**Görevlendirme Tarihleri**” [Appointment Dates] and “**Toplantı Tarihleri**” [Meeting Dates] are selected on the calendar in the order of “**Year, Month, and Day**”, respectively, otherwise the dates are entered in a wrong way or they may not be entered at all.
- e. To submit the request immediately, the “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- f. If the request will not be submitted immediately, it is saved by clicking on the “**Taslak Olarak Kaydet**” [Save as Draft] button; at a later time, the draft version of the request can be revised, cancelled or submitted to the BAP Committee by clicking on, respectively, the “**Yeniden Düzenlenebilir**” [Revise], “**İptal Edilebilir**” [Cancel] or “**Gönder**” [Send] button under the “**Talepleri Listele**” [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 rendered as additional budget for participating domestic and foreign scientific meetings. Moreover, section transfer between research personnel employment (under full SGK coverage) item and scholarship student assignment item budgeted after acceptance of a project or after assessment of the following year budget cannot be requested.

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 No commas should be used when entering the “**Aktarılacak Tutar**” [Transfer Amount].
- d. To submit the request immediately, the “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- e. If the request will not be submitted immediately, it is saved by clicking on the “**Taslak Olarak Kaydet**” [Save as Draft] button; at a later time, the draft version of the request can be revised, cancelled or submitted to the BAP Committee by clicking on, respectively, the “**Yeniden Düzenlenebilir**” [Revise], “**İptal Edilebilir**” [Cancel] or “**Gönder**” [Send] button under the link **Talepleri Listele**” [List the Project Request] under “**Proje Talepleri**” [Project Request] menu.

3.4. Amendment Request

Unless it is really necessary, changes should not be made in the essence, director, team, calendar, budget, 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 other than an amendment between sections, this request type is used for BAP Committee approval. A separate approval should be received for each change. An amendment request should not include more than one amendment.

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 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 responsible 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.

3.4.2. Suspension of the Ongoing Project Request

In case of long-term leaves (e.g. military service, sick leave, maternity leave, unpaid leave, second 3-month appointment leave etc.), that require a Üniversite Yönetim Kurulu (ÜYK) [University Executive Board] decision, or unpaid leaves, leaves for doing military service, maternity leaves or sick leaves, in order not to setback financial procedures for which a wet signature is needed, it is required that the director of the ongoing project transfer the directorship to a full time researcher (with a doctoral degree (except post-doc)) on the project team. The project director must submit an amendment request to the BAP Committee in order to suspend the project. In cases when the transfer is not done by receiving the approval of the BAP Committee or if the project is not suspended, the administrative and financial procedures (additional budget, section transfer, amendment, additional time, following year budget and additional travel budget requests; issuing new request slip or new advance requests and the payments transactions for research personnel and scholarship students) related to the project will be suspended by the BAP Committee decision; the research personnel (under full SGK coverage) is exited after his/her legal progress payment is paid; the scholarships are terminated; only the transactions regarding the request slips and the advance requests, which were started before the long-term assignment date, continue and are completed. Only in case of long-term leaves such as sabbatical assignments, research leaves of duration more than three months) that require a ÜYK decision and / or compelling reason leaves like pandemic, sick leaves, natural disasters; the suspension of the project may be requested. In case there is a compelling reason other than the above mentioned legal leave periods hindering the proceeding of the project, as a result of the evaluation made as per the amendment request, the project may be suspended only once and only up to 6 months. Project is activated as soon as the mentioned period ends by the BAP Committee decision, without the project director’s request.

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.
- d. If the “Araştırmacı Personel” [Research Personnel] working on a salary basis under the BAP project is to be changed, “01.2.1.90 Araştırmacı personel çalıştırma kapsamında çalışan eleman değişikliği ise lütfen işaretleyiniz.” [“Please check if it is about changing a personnel working under 01.2.1.90 employment of research personnel context.] box is to be marked. **This box should not be checked for changing the project team members.**
- e. To submit the request immediately, the “Kaydet ve Şimdi Gönder” [Save and Send Now] button is clicked on.
- f. If the request will not be submitted immediately, it is saved by clicking on the “Taslak Olarak Kaydet” [Save as Draft] button; at a later time, the draft version of the request can be revised, cancelled or submitted to the BAP Committee by clicking on, respectively, the “Yeniden Düzenlenebilir” [Revise], “İptal Edilebilir” [Cancel] or “Gönder” [Send] button under the link “Talepleri Listele” [List the Project Request] under “Proje Talepleri” [Project Request] menu.

3.5. Publication Presentation Request

In case the project results are published at a date after the project is closed, the published deliverables that acknowledge the financial support of Bilimsel Araştırma Projeleri (BÜ Bilimsel Araştırma Projeleri tarafından kodu ile or by Boğaziçi University Research Fund Grant Number) by citing the related project code(s) can be submitted, over the “Bilim İnsanı Portalı” [Scholar Portal], to the approval of the BAP Committee; these deliverables are included in the data base of “Published Deliverables Acknowledging the BAP Support by Citing the Project Code”.

In “Ürün Sunumu” [Publication Presentation] requests, in case it is understood that the project the request has been made from and the product itself are not directly relevant, “it is considered to be a “BAP-supported academic activity” and the acceptance of the publication presentation request is relayed to the director as “Publication presentation request made with reference to no.... project with a mention of code is considered by the Committee as a BAP-supported academic activity”.

These steps are followed to submit “Ürün Sunumu” [Publication Presentation] requests over the “Bilim İnsanı Portalı” [Scholar Portal]:

- a. Log in the “Bilim İnsanı Portalı” [Scholar Portal] with your user name and password and click on the “Bilim İnsanı” [Scholar] tab.
- b. To upload the publication, click on the “Lisansüstü Tezler (ekle linkinden)/ “Yayınlarm (ekle linkinden)” [Graduate Theses(add)/My Publications (add)] link] under the “Akademik Faaliyetler” [Academic Activities] menu that opens under the “Bilim İnsanı Portalı” [Scholar Portal].
- c. To list all publications, click on the “Lisansüstü Tezler/ “Yayınlarm” [Graduate Theses(add)/My Publications] link.
- d. Click on the “Başvur” [Apply] button under the “BAP’a Ürün Sunumu” [Publication Presentation to BAP] heading on the right side of the screen.

- e. Click **“Tamam”** [Yes] to answer the question **“Ürün sunumu başvurusu yapmak istediğinizden emin misiniz?”** [Are you sure you want to apply for publication presentation?] that will appear on the screen.
- f. On the screen that appears, select the BAP project you would like your publication to be associated with and click on the **“Kaydet”** [Save] button.

4. PROJECT PERIODIC REPORTS

“Dönem Raporu” [Periodic Report] (Template should be downloaded from the system by following the steps below) should be submitted over the system by the end of each year for projects with duration of 18, 24 and 30 months. For Standart (“P” kodlu) [Standard (P code)], Doktora (“D” kodlu) [Doctorate (D code) , Tamamlayıcı Destek (“M” kodlu) [Complementary Support (M code)], Çok Disiplinli (“R” kodlu) [Multidisciplinary (R code)], Altyapı (“S” kodlu) [Infrastructure (“S” code)], Sosyal ve Beşeri Bilimlerde Stratejik Araştırmalar (“SBA” kodlu) [Strategic Research in Social Sciences and Humanities (“SBA” code)] and İleri Teknoloji Uygulama ve Geliştirme (“TUG” kodlu) [Advanced Technologies Application and Development (“TUG” code)] and Start-Up (“SUP” code) [Start-Up (“SUP” code)], periodic reports should be submitted every 12 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 only by the within-the-Committee reviewer; and the decision is finalized after discussion in the BAP Committee meeting. Project reports are either accepted or send for revision. Successful projects are decided to be proceeded with. The BAP Committee may request more than one revisions for the periodic reports.

In projects that are over one year, the support projected at the time of application for the second and the third years (last 6 months) do not open automatically. Second and third year (last 6 months) 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. The requests for opening the second or third year (last 6 months) budgets should be submitted to the BAP Committee over the **“Bilim İnsanı Portalı”** [Scholar Portal] during the project year the budget belongs to. Budgets not requested in the pertinent project year cannot be requested and opened to use retrospectively.

When the normal project period selected from the system as 12, 18, 24 and 30 months at the time of application expires (when project period depicts ‘0’) new request (travel request, additional budget request, section transfer request, amendment request, following year budget request), new request slip and new advance process cannot be started.

However, additional time may be requested along with the periodic report. New requests, new request slips and new advance requests can be started only after periodic report and additional time request have been accepted by the BAP Committee. **If the project period of 33 months including the additional period has been reached**, new request slip and new advance process cannot be started.

It is expected that the revisions done by the projects directors in response to the requests of the BAP Committee during the evaluation period should be taken into consideration during the execution of the project and these issues should be addressed in the periodic and final reports.

A periodic report which includes the basic elements of a scientific report i.e., stating the academic research made, its phases and details, comparison of the estimated targets mentioned in the application versus the realized ones, the reason why the targets could not be reached, is expected to be written in formal reporting language and in one language, either in Turkish or in English and be submitted to the BAP Committee.

The periodic report cannot be the thesis, the journal paper or the thesis progress report per se; these deliverables (if available) can be submitted as addendum.

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 Raporu Ekle**” [Add Periodic Reports] link under “**Proje Raporları**” [Project Reports] menu on the left hand side of the screen.
- d. Fill in the “**Dönem Başlangıç Tarihi**” [Period Start Date] to be the project start date by selecting on the calendar, **the year, the month and the day**, respectively.
- e. Fill in the “**Dönem Bitiş Tarihi**” [Period End Date] by selecting on the calendar, **the year, the month and the date** of the ongoing day, respectively.
- f. Click on the “**Rapor Oluştur**” [Create a Report] button and **click on** the “**Dönem Raporunun mali veriler ile doldurulmuş şablonunu indirmek için tıklayınız**” [Click 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 progress 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.
- j. To submit the report immediately, “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- k. If the report will not be submitted immediately, it is saved by clicking on the “**Raporu Taslak Olarak Kaydet**” [Save the Report as Draft] button; the report can later be submitted to the BAP Committee by clicking on the “**Raporu Gönder**” [Send the Report] button under the “**Raporları Listele**” [List the Reports] link under the “**Proje Raporları**” [Project Reports] menu.

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 (in place of the previous report) 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.
- f. To submit the report immediately, “**Kaydet ve Şimdi Gönder**” [Save and Send Now] button is clicked on.
- g. If the report will not be submitted immediately, it is saved by clicking on the “**Raporu Taslak Olarak Kaydet**” [Save the Report as Draft] button; the report can later be submitted to the BAP Committee by clicking on the “**Raporu Gönder**” [Send the Report] button under the “**Raporları Listele**” [List the Reports] link under the “**Proje Raporları**” [Project Reports] menu.

4.1. Following Year Budget Request

Availability of the second or the third year (last 6 months) budgets are not automatic. Only the first year budget allocations are determined by the BAP Committee during the evaluation process and the funds, for the accepted projects, are made available after the signing of the contract; the budgets (except for the SUP CODE projects) of the other years are not approved at the time of application. Grants projected for the second and third years (last 6 months) which are projected in the project proposal are assessed not automatically but along with the **“Dönem Raporu”** [Periodic Report] upon request.

The total budgets of the Start-Up projects are finalized at the time of project approval. However, the budgets for the 2nd and the 3rd years are made available, upon request, after the approval of the “Dönem Raporu” [Periodic Report] required to be submitted after each 12-month period.

In order for the second and/or the third year (last 6 months) budgets to become available, it is necessary that the project has completed 12th and/or 24th months and that the project director presents a periodic report to the Committee depicting the scientific progress achieved. Simultaneously, for the second or the third year (last 6 months) budget request(s), a new budget (a following year budget request) should be prepared and presented to the BAP Committee for approval. **“Sözleşmeler”** [Contracts] for the second or the third year (last 6 months) budgets that **are decided to be supported** are created by the system.

Logging in the system with a username and a password, the contract for the second or the third year (last 6 months) budget is accessed under the heading of **“Proje Bilgileri”** [Project Information] 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. The second and third year (last 6 months) budgets of the project are made available by reloading the contract, approved by the BAP Committee, to the system.

The grants for the second or the third year (last 6 months) or the requests for additional time are not assessed unless **“Dönem Raporu”** [Periodic Report] is presented to and approved by the BAP Committee. The requests for opening the second or third year (last 6 months) budgets should be submitted to the BAP Committee over the **“Bilim İnsanı Portalı”** [Scholar Portal] during the project year the budget pertains to. Budgets not requested in the pertinent project year cannot be requested and opened to use retrospectively.

When following year budgets estimated during project application are re-requested with the Following Year Budget along with the periodic report, most preferably the procurements set forth in the application should be reiterated and in case new requests are to be made, the need should be clearly stated.

When the normal project period selected from the system as 12, 18, 24 and 30 months at the time of application expires (when project period depicts ‘0’) new request (travel request, additional budget request, section transfer request, amendment request, following year budget request), new request slip and new advance process cannot be started. Only additional time can be requested with the periodic report.

New requests, new request slips and new advance requests can be started only after periodic report and additional period request have been accepted by the BAP Committee. **If the project period of 32nd months including the additional period has been reached**, new requests (travel request,

additional budget request, section transfer request, amendment request, following year budget request) are not considered for evaluation. The requests are expected to be submitted to the BAP Committee before the beginning of the 32nd month.

If the project period of 33 months including the additional period has been reached, new request slip and new advance process cannot be started.

All requests including appointments (görevlendirme) and the activities should be planned and made in a way not to exceed the total period including the additional periods granted by the BAP Committee.

Request slips and advance processes can be proceeded with in case they are started within the total project period including the additional periods.

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 (except the research personnel employment item) a new request entry by clicking on the “**2. Yıl**” [second year] or “**3. Yıl**” [third year] links on 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**” [Revise] and “**Gönder**” [Send] buttons.

4.2. Additional Time Request

Projects should be finalized latest by the 33rd month starting from the project start date including the additional period. Unless the project periodic report is submitted and additional time is requested by the director in 3 months following the termination of the project period (12, 18, 24 and 30 months), only the submission of the final report is allowed by the system. As the projects are expected to finish in the 33rd month, additional time requests made along with a periodic report may be maximum 3 months for 30-month projects, 9 months for 24-month projects, 15 months for 18-month projects and 21 months for 12-month projects.

When the normal project period selected from the system as 12, 18, 24 and 30 months at the time of application expires (when project period depicts '0') new requests (travel request, additional budget request, section transfer request, amendment request, following year budget request), new request slip and new advance process cannot be started.

However, an additional time request can be submitted along with the periodic report. New requests, new request slips and new advance requests can be started only after periodic report and additional time request have been accepted by the BAP Committee. **If the project period of 32nd months including the additional period has been reached**, new requests (travel request, additional budget request, section transfer request, amendment request, following year budget request) are not considered for evaluation. The requests are expected to be submitted to the BAP Committee before the beginning of the 32nd month.

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.
- d. To submit the request immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on.
- e. If the request will not be submitted immediately, it is saved by clicking on the **“Taslak Olarak Kaydet”** [Save as Draft] button; at a later time, the draft version of the request can be revised, cancelled or submitted to the BAP Committee by clicking on, respectively, the **“Yeniden Düzenlenebilir”** [Revise], **“İptal Edilebilir”** [Cancel] or **“Gönder”** [Send] button under the **“Talepleri Liste”** [List the Requests] link under the **“Proje Talepleri”** [Project Requests] menu.

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

As per the Movable Regulation put into effect by the Cabinet decision dated Dec. 28th, 2006, number 2006/11545, all the movable goods purchased for the project are listed in the inventory record of the higher education institution with a **“Taşınır İşlem Fişi”** [Movable Transaction Slip]. Hard-wearing movables under this heading are handed over to the project director or someone he/she assigns with a **“Taşınır Teslim Belgesi”** [Movable Consignment Document]. Consumable goods and equipments are handed over directly to the project director with a **“Taşınır İşlem Fişi”** [Movable Transaction Slip]. Hard-wearing movables handed over to the government officials (project directors) may not be transferred to third parties. In the case the project director quits his/her post, the movables should be returned to the storehouse; otherwise, his/her exit procedure is not finalized. For purchases made by advance payment by the project director and equipment purchased by the BAP Procurement Directorate (BAP Satın Alma Şube Müdürlüğü) itself, examination and acceptance procedures are followed by assignment of **“Taşınır İşlem Fişi”** [Movable Transaction Slip].

Books bought within the framework of the BAP projects are recorded in the inventory of the Faculty /Institute the project director is affiliated with by preparing a **“Taşınır İşlem Fişi”** [Movable Transaction Slip] in accordance with the **“Taşınır Mal Yönetmeliği”** [Movable Regulation]. The priority of use of these books rests with the project director during the project period. When the project ends, the project directors should have the his/her faculty's/institute's movable registration control officer execute the transfer of the books purchased within the framework of the project to the library after being cleared from the liability of the project director. The project director should submit the written documents regarding the completion of the transfer, prepared by the

faculty's/institute's movables registration control officer, along with the project final report to the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü).

6. DOCTORAL DISSERTATION AWARD SUPPORT

The BAP Committee grants Doctoral Dissertation Awards 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 each dissertation nominated for the award by the juries, the "Doctoral Dissertation Award Application Form" must be filled in and the justification for the "Doctoral Dissertation Award" application must be explained by the thesis jury and signed in ink by all jury members. Screenshots of the confirmation messages sent to the thesis advisor from the official e-mail addresses (the e-mail addresses associated with the institution they work for) of the jury members whose ink signatures could not be obtained should be sent along with the other documents via EBYS.

The "Institute Executive Board Decision" stating that the dissertation has been approved and the "Electronic Copy of the Dissertation" must be submitted by the relevant institutes to the BAP Administrative Coordination Office via EBYS.

It is the applicant's responsibility to follow up whether the Institute Administrative Board decision and the electronic copy of the dissertation (as .pdf) are forwarded to the BAP Administrative Coordinator. Applications that have not reached the BAP Administrative Coordination Office with the Institute decision and the electronic copy of the doctoral dissertation are not evaluated by the Committee.

Certificates representing the Doctoral Dissertation Award are presented to the related persons at the Commencement. Doctoral Dissertation Award is given to one or more dissertations of paramount scientific qualification and unique contribution to scientific literature.

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 and the time spent in doctoral studies are taken into consideration.

Nominated dissertations are assessed by two sub-committees elected from the BAP Committee members. The BAP Committee makes the decision evaluating the suggestions of the sub-committees. The important dates and the requirements regarding the applications for the doctoral dissertation awards are announced in April each year.

"Doktora Tez Ödülü Başvuru Formu" [Doctoral Dissertation Award Application Form] can be reached from the "Boğaziçi Üniversitesi" [Boğaziçi University] main page, under "Araştırma" [Research], under the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) website, under the "Formlar" [Forms] tab.

Documents Required together with the Doctorate Thesis Award Application Form and Important Points to be Considered:

1. Justification of the application to the Doctoral Dissertation Award (Doktora Tez Ödülü) should be written by the dissertation jury and should be signed by all the jury members.
2. The sending of the e-signed decision of acceptance of the dissertation and an electronic copy (PDF) of the dissertation by the "Enstitü Yönetim Kurulu" [Institute Executive Board] over the EBYS [Electronic Signature Management System].
3. The evaluation is based solely on the deliverables resulting from the doctorate thesis and on the activities completed until the date of thesis defense. A copy of the deliverables should be appended to the application form.

4. 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, impact factor and the quartile of the journal(s), the number of times each deliverable is cited should be specified.

FINALIZATION OF THE RESEARCH PROJECTS

The project is finalized when the “**Sonuç Raporu**” [Project Final Report] (*Template should be downloaded from the system by following the steps below*) is presented to and approved by the BAP Committee.

It is the responsibility of the project director to submit, in full, the final report and the annexes. In the final reports and in all the deliverables (papers, book, thesis, introductory pages of the software 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 (**BÜ Bilimsel Araştırma Projeleri tarafından kodu ile** or **by Boğaziçi University Research Fund Grant Number....**). In case there is no reference, these deliverables may not be considered to be the products of that project. The deliverables that bear an acknowledgement with the relevant BAP project code will appear in the table under the “**Elde Edilmiş Ürünler**” [Deliverables] heading. Thereby, they will be included in the database created for the products that bear an acknowledgement with the relevant BAP project code. Only those publications that bear an acknowledgement with the relevant BAP project code should be entered to the space under the “**Elde Edilmiş Ürünler**” [Deliverables] heading. In case there are deliverables that do not contain an acknowledgement to the BAP project or incomplete or unpublished, these can only be entered to the report manually under the “**Ekler**” [Attachments] heading and they can be attached to the wet-signed copy of the final report to be submitted.

The final report should **cannot be the journal paper per se**; these deliverables can be **annexed** to the report.

The final report itself, excluding the annexes, should be written in report format in a formal way, taking into consideration that it is an official document, and in one language either in Turkish or in English should be self-contained and should **not exceed 20 pages**.

It is expected that the revisions done by the projects directors in response to the requests of the BAP Committee during the evaluation period should be taken into consideration during the execution of the project and these issues should be addressed in the periodic and final reports.

In order for the project to be terminated properly, a critical part of the project process, a final report which includes the basic elements of a scientific report i.e., stating the academic research made, its phases and details, comparison of the estimated targets mentioned in the application versus the realized ones, the reason why the targets could not be reached, is expected to be submitted. The final report cannot be the thesis, the journal papers or the thesis progress report per se; these products may be submitted as addendum.

“Doctorate (D Code)” projects not only enable researcher to be project directors for a second project but also provide support to the related doctoral student to attend scientific meetings and foreign fieldwork. Thereby, it is expected that the mentioned doctoral student should have a comprehensive contribution to the research in these projects. **The BAP Committee evaluates the impact of this contribution by considering the project periodic and final reports and the additional information listed below. In cases when this additional information is not provided in the reports, it is requested from the project director.**

It is expected that the following information and annexes are present in the final reports of the “D”

code projects when submitted to the BAP Committee for evaluation:

- a.** If the thesis is completed, it should be annexed to the project final report and acknowledgement to the related Doctorate (D Code) project should be given by citing the project code.
- b.** In cases the thesis is not completed, information about the status of the thesis, the expected completion date, the plans whether a new application for a project with the same student under “D” code will be submitted should be given; the research made in the project for the thesis should be included in the project final report with scientific reporting language and the project progress reports and/or Institute approvals should be annexed to the report.

It is expected that the following points are taken into consideration when preparing the final reports for the “M Kodlu” [M Code] projects submitted to the BAP Committee.

- a.** The final report of the externally funded project should not be copied to the final report of the BAP project.
- b.** The final project report to be submitted to the BAP Committee, should be prepared so as to clearly present the differences in the scientific content covered in the final report of the externally funded project, and to emphasize the supportive attributes of the project accepted by the BAP Committee.
- c.** How the scientific content of the externally funded project is complemented should be explained and the findings should be given and evaluated specifying the differences between the studies carried out in the two projects.

The project final reports not satisfying the required format after overviewed by the BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) is re-sent to the project director to be reformatted.

Besides the electronic submission, the hard copy of the project report signed by the project director, a copy of each deliverable initiated by the research, should be sent to BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü) to be submitted to the BAP Committee.

In compliance with the legislation, project final reports are not assessed by the BAP Committee before the procedures for procurements and expenditures are completed. Thus, in order for the financial data generated by the system to reflect on the final report template in an exact and precise manner, the final report template, which beholds the latest financial data prepared after finalization of the expenditure processes, can be downloaded to the PC’s and the final reports of the projects of which all procedures are finalized, can be submitted through the system.

The final reports of the projects will be assessed by the within-the Committee reviewer, discussed during the Committee meeting and finalized. Project final reports are either accepted or sent back to the project director for revision. Revised reports are assessed in the same way in the BAP Committee. The BAP Committee may send final reports for revision more than once.

The final reports sent to the project directors, by the BAP Committee decision, in order to be revised, should be resubmitted at the latest in 60 days from the date of Committee decision. Even if the original submission is made on time, i.e. even if the original final report is submitted within the 90-day grace period following the termination of the project period, if the revised reports are submitted later than 60 days from the decision date, the projects are considered as “overdue”.

In case the project final report is accepted approving the conformity in terms of format, technical progress report and other information required on the report template, the status of the project at the time of closure is identified as;

- “On time” or “overdue” considering both the date the final report is submitted and the date the revised report is submitted if revision is requested by the BAP Committee. The revised reports should be submitted within 60 days after the revision decision by the BAP Committee.
- “Have deliverables” or “do not have deliverables” considering whether or not there are deliverables which bear acknowledgement to relevant BAP project at the time of report submission;
- The projects that accomplished their goals anticipated at the project application are closed “successfully”, those that do not reach their goals are closed “unsuccessfully” and projects that do not satisfy the criteria to be closed successfully and partially accomplish their goals are directly closed. Decisions about the acceptance of the final report and the project finalized are sent to the director over the system.

Unless the ongoing project(s) is (are) finalized, the new project application of a project director who has reached his/her project number limits is not put into process. *(Please refer to Table 1, under the heading Project Support Types, which illustrates the conditions of deliverability of second project applications according to their types.)*

BAP Committee assesses the final reports of projects that have reached their minimum project periods (12 months). The final reports of projects which have not completed the minimum project period of 12 months may be relayed to the BAP Committee over the “**Bilim İnsanı Portalı**” [Scholar Portal] for evaluation only after the minimum project duration is completed.

The final report of a project which has completed the minimum project period and a new project application may be simultaneously submitted over the system.

Unless the project periodic report is submitted and additional time is requested by the director in 3 months following the termination of the project period (12, 18, 24 and 30 months), only the submission of the final report is allowed by the system.

- If the 3-month period (90 days) following the termination of the 12-month projects has been exceeded, reminders and warnings are sent at the 16th, 17th and 18th months following the starting dates of the projects regarding the submission of the final report via the Scholar Portal [Bilim İnsanı Portalı]. Projects whose final reports are not submitted at the end of the 18th month will be terminated by the BAP Committee decision **in the 19th month**. The new project applications submitted by the director, whose project has been terminated by the BAP Committee decision, will not be evaluated for a period of 1 year starting from the date of the decision.
- If the 3-month period (90 days) following the termination of the 18-month projects has been exceeded, reminders and warnings are sent at the 22nd, 23rd and 24th months following the starting dates of the projects regarding the submission of the final report via the Scholar Portal [Bilim İnsanı Portalı]. Projects whose final reports are not submitted at the end of the 24th month will be terminated by the BAP Committee decision **in the 25th month**. The new project applications submitted by the director, whose project has been terminated by the BAP Committee decision, will not be evaluated for a period of 1 year starting from the date of the decision.
- If the 3-month period (90 days) following the termination of the 24-month projects has been exceeded, reminders and warnings are sent at the 28th, 29th and 30th months following the

starting dates of the projects regarding the submission of the final report via the Scholar Portal [Bilim İnsanı Portalı]. Projects whose final reports are not submitted at the end of the 30th month will be terminated by the BAP Committee decision **in the 31st month**. The new project applications submitted by the director, whose project has been terminated by the BAP Committee decision, will not be evaluated for a period of 1 year starting from the date of the decision.

- If the 3-month period (90 days) following the termination of the 30-month projects has been exceeded, reminders and warnings are sent at the 34th, 35th and 36th months following the starting dates of the projects regarding the submission of the final report via the Scholar Portal [Bilim İnsanı Portalı]. Projects whose final reports are not submitted at the end of the 36th month will be terminated by the BAP Committee decision **in the 37th month**. The new project applications submitted by the director, whose project has been terminated by the BAP Committee decision, will not be evaluated for a period of 1 year starting from the date of the decision.

In **“Tamamlayıcı Destek”** [Complementary Support] projects, contracts that are made with the supporting institution(s) are complied with.

All the documents and records pertaining to the project and the final report with wet signature are sent to the archive and kept in the archive for 5 years by the BAP Unit.

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

- a. First of all, deliverables, initiated by the project, like journal, paper, book, software, thesis that refer, with the project code, to the project for which the final report will be written should be entered to the system via “Bilim İnsanı Portalı” [Scholar Portal] tab, following the “Yayınlarım” [My Publications], “Ekle” [Add] and “Lisansüstü Tezler”, [Graduate Theses], “Ekle” [Add] fields under the “Akademik Faaliyetler” [Academic Activities] menu and then final report template should be downloaded.*
- b. After the deliverables initiated by the project are entered, “Proje Başlığına” [Project Heading] is clicked on under the “Projelerim” [My projects] tab. The “Sonuç Raporu Ekle” [Add Final Report] link is clicked under the “Project Reports” menu on the left hand side of the upcoming screen.*
- c. The “Elde edilen ürünlerin listesini görmek/sonuç raporuna eklemek için tıklayınız” [Please click to review the deliverables/to add them to the final report] link and then the “Ekle” [Add] button are clicked to annex, into the final report (which has not been downloaded yet), the publications that are entered to the system via “Bilim İnsanı Portalı” [Scholar Portal] tab*
- d. In case there are deliverables that do not contain an acknowledgement to the BAP project or uncompleted or unpublished deliverables, these can only be entered to the report manually under the “Ekler” [Attachments] heading.*
- e. In case the project has no deliverables, the “Projemden Ürün Çıkmamıştır” [My Project Has No Deliverables] box should be ticked and the explanation space is filled in, if necessary. (For deliverables, which initiated from other BAP projects and acknowledge the financial support of BAP by citing the related project code(s), the “Ürün Sunumu” [Deliverables Presentation] request is made. (You may find detailed information in “Publication Presentation Request” under “Project Requests” section.)*
- f. The “BAP Mali Koordinatörlüğü ile iletişim kurarak harcamalarla ilgili işlemlerin tamamlandığı bilgisini edindim” [I contacted BAP Financial Coordination (BAP Mali Koordinatörlüğü) and was informed that the financial transactions regarding the disbursements were completed] box is ticked. The template cannot be downloaded without checking this box. (In order for the financial data generated by the system to reflect to the final report template correctly and accurately, even*

if the project period is over, the template cannot be downloaded unless the transactions regarding expenditures are completed.)

- g. The final report including the deliverables, financial data and project information are downloaded by clicking the **“Sonuç raporunun mali veriler ve proje bilgilerini kapsayan şablonunu indirmek için tıklayınız”** [Click to download the Final Report template including the financial data and project information] link. (The first two items in the report template are filled in automatically by the system generated financial data. These data should not be corrected/alterd.)
- h. Final report template may be prepared in **“English”** or **“Turkish”**.
- i. Project progress report and the other information requested from the project director are filled in.
- j. The report along with the deliverables (if any) (maximum 5 MB may be uploaded as Zip/Rar file) are uploaded to the system by clicking on the **“Göz At”** [Review] button under the **“Görüntüle”** [Preview] button under the **“Raporları Listele”** [List the Reports] link.
- k. To submit the report immediately, the **“Kaydet ve Şimdi Gönder”** [Save and Send Now] button is clicked on. (The final reports of the projects of which all the transactions are completed can be submitted over the system.)
- l. If the report will not be submitted immediately, it is saved by clicking on the **“Raporu Taslak Olarak Kaydet”** [Save the Report as Draft] button; the report can later be submitted to the BAP Committee by clicking on the **“Raporu Gönder”** [Send the Report] button under the **“Raporları Listele”** [List the Reports] link under the **“Proje Raporları”** [Project Reports] menu. (The final reports of the projects of which all the transactions are completed can be submitted over the system.)
- m. The uploaded report is signed by the project director and sent, along with the deliverables-if any, to the **BAP İdari Koordinatörlüğü** [BAP Administrative Coordinatorship] to be submitted to BAP Committee.

SCHOLAR PORTAL AND PROJECT LIFE CYCLE APPLICATION

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

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

1. ACCESS TO THE SYSTEM

The system can also be accessed via www.boun.edu.tr link, using faculty main web page, under **“BAP”** menu or via <https://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 veya Yabancı Kimlik Numarası”** [Turkish ID No./Foreigner ID No] and confirm (clicking on the **“Kayıt”** (Registration) button) 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 veya Yabancı Kimlik Numarası”** [Turkish ID No./ Foreigner ID No] as password. Graduate researchers can access the system after they are identified to the system by **“BAP Administrative Coordinatorship (BAP İdari Koordinatörlüğü)”**.

4. USER TABS

3.1 My Page [Sayfam] 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.

3.2. Scholar [Bilim İnsanı] 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. Information Menu [Bilgiler Menüsü]

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.

3.2.2. Professional Experiences Menu [Mesleki Deneyimler Menüsü]

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. Academic Activities Menu [Akademik Faaliyetler Menüsü]

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

3.2.4. Scientific Meetings Menu [Bilimsel Toplantılar Menüsü]

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

3.2.5. BUVAK Menu

The following support applications is submitted to BÜVAK, under this menu, by clicking on the “BÜVAK Başvurularım” [My BÜVAK Applications] link and filling in the necessary information: Publication support, scientific meeting participation support for research assistants who have passed the comprehensive examinations, conference participation support for faculty members and lecturers with PhD, scientific meeting participation support for doctoral students who have passed the comprehensive examinations, research program participation support for research assistants/doctoral students who have passed the comprehensive examinations, support for employing international scholars, support for employing domestic scholars, support program for research and other publication-oriented activities, research infrastructure training support, patent and award applications. Problems and comments may be relayed to buvak@boun.edu.tr.

3.2.6. Others Menu [Diğer Menüsü] 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.

3.2.7. Curriculum Vitae /Activity Report Menu [Özgeçmiş/Faaliyet Raporu Menüsü]

3.2.7.1. Curriculum Vitae Button [Özgeçmiş Butonu]

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.

3.2.7.2. Personal Activity Report Button [Kişisel Faaliyet Raporu Butonu]

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.

3.2.7.3. ÖBİKAS Data Button [ÖBİKAS Verileri Butonu]

Information on courses, offered by the faculty members and the instructors, currently available in the ÖBİKAS system can also be accessed via the “Bilim İnsanı Portalı” [Scholar Portal]. After ticking the relevant button, the term and the year parameters are selected and the “Raporla” [Prepare a Report] button is ticked.

3.2.8. TR InCites System [TR InCites Sistemi]

By 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) (now Clarivates) company for performance analysis of institutional publications on discipline basis, the publications with the Boğaziçi University address included in the scientific citation indices 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. Problems and suggestions can be directed to apk@boun.edu.tr.

3.3. My Projects Tab [Projelerim Sekmesi]

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. At the stage when all the project application steps are finalized and it is ready to submit the application by clicking the “Proje Başvurusu” [Project Application] button, and for ongoing and finalized BAP projects, when “BAP Projelerim” [My BAP Projects] tab is clicked, directors should give approval in the opening window. Otherwise, the new project application cannot be submitted and “BAP Projelerim” [My BAP Projects] tab cannot be reached for transactions regarding the ongoing and the finished projects. *(Detailed information on the subject is given in detail under “Proje Başvurularının BAP Komisyonuna İletilmesi” [Submission of the Project Applications to BAP Committee] heading.)* 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. Announcements Tab [Duyurular Sekmesi]

Announcements about the BAP projects or the “Bilim İnsanı Portalı” [Scholar Portal] and BAP Handbook can be accessed under this tab.

3.5. Frequently Asked Questions Tab [Sıkça Sorulan Sorular Sekmesi]

Frequently asked questions about the BAP projects or the “Bilim İnsanı Portalı” [Scholar Portal] can be accessed under this tab.

3.6. Forms Tab [Formlar Sekmesi]

All forms included in the BAP Handbook can be accessed under this tab.

3.7. My Review Assignments Tab [Hakemliklerim Sekmesi]

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 **“Projenin Geniřletilmiř Özeti”** [Project Extended 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, **“Deęerlendir”** [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 Deęerlendirmelerim Menüsü”** [My Previous Assessments Menu].

3.8. Out-of-Institution-Projects Tab

Internationally funded projects (European Commission, Newton Fund, NIH, NSF etc.) can be reached from the **“Kurum Dıřı Projelerim”** [Out-of-Institution-Projects] Tab. For this purpose, related projects should have priorly been defined to the system. All the registered administrative and financial data regarding the project (procurement, budget, accounting etc.) can be viewed by clicking on the project title. On the other hand, already submitted international projects waiting for evaluation by the funding body can be defined to the system by the researcher himself/herself or by the TTO (Technology Transfer Office) and be monitored by clicking on the **“Kurum Dıřı Projelerim”** [Out-of-Institution-Projects] Tab] thereon. Issues and comments regarding Out-of-institution-Projects can be relayed to uluslararasıdestek@boun.edu.tr address.
