

ANNEX 1

ALTINBAS UNIVERSITY SCIENTIFIC RESEARCH PROJECT SUPPORT APPLICATION FORM

1. PROJECT TITLE:

Project type: () BAP () ÖNAP () TEZ-P

2. PROJECT COORDINATOR:

Researchers and fellows:

3. PROJECT SUMMARY

The project summary should not exceed 1 page.

Keywords: *Up to five keywords*

4. SUBJECT, SCOPE AND LITERATURE SUMMARY

The scope and boundaries of the topic addressed in the project proposal, the research question or problem of the project should be clearly presented and the importance of the project topic in the literature, its background, the current situation, the problems experienced, the deficiencies, the gaps to be filled, etc. should be clearly and clearly revealed by reviewing and evaluating the literature in the relevant science/technology field.

5. INDIGENOUS VALUE

The scientific quality, distinctiveness and innovation of the project proposal, how it will eliminate which deficiency or develop a solution to which problem and/or what kind of original contributions it will make to the relevant science/technology fields should be explained in

6. AIMS AND OBJECTIVES

The purpose and objectives of the project should be set out in separate sections in short and clear sentences.

It should be ensured that the goals and objectives are clear, measurable, realistic and

7. METHOD

The methods and research techniques to be applied in the project (including data collection tools and analysis methods) are described in a clear and consistent manner with reference to the relevant literature (with preliminary work if necessary).

The methods and techniques should be demonstrated to be suitable for achieving the aims and objectives envisaged in the project. It should be demonstrated that these methods and techniques are suitable for achieving the aims and objectives envisaged in the project. Explain what the

Alternative methods to be applied in case no progress can be made with the methods to be applied in the project should be specified.

8. PROJECT MANAGEMENT

Information on the main work packages to be included in the project and the timeframe in which each work package will be realized should be provided by filling out the Work-Time Schedule below.

Work Package No	Work Package Name	Months											
		1	2	3	4	5	6	7	8	9	10	11	12

9. SUCCESS CRITERIA

In order for the project to be considered a complete success, the objective of each main work package in the Work-Time Schedule, the success criteria (the extent to which it should be realized) and the degree of importance in the success of the work package and the project staff assigned to the work package and their contribution to the work package should be indicated in the table below.

Work Package No	Work Package Target	Success Criteria (% , number, expression etc.)	Project In his success Importance (%)	Work Package Tasked Project Staff and Contribution Rate (%)

10. RISK MANAGEMENT

The risks that may adversely affect the success of the project and the measures to be taken to ensure the successful execution of the project when these risks are encountered (Plan B) should be outlined in the table below, specifying the relevant work packages.

Work Package No	The most important risks	Plan B

11. OTHER PROJECTS OF THE PROJECT COORDINATOR

Projects that the project coordinator has completed with the support of Altınbaş University, TÜBİTAK or other institutions/organizations, and projects that he/she is currently conducting or is applying for support a list of the projects for which it has applied.

12. CURRENT PUBLICATIONS OF THE PROJECT COORDINATOR

The publications of the project coordinator in the last five years should be listed.

13. EXISTING RESEARCH INFRASTRUCTURE AND FACILITIES

In this section, the infrastructure/equipment (laboratory, vehicle, machinery-equipment, software, etc.) facilities that exist at Altınbaş University for the execution of the project and will be used in the project should be specified in the table below. New rows can be added to the list.

Type and Model of Existing Infrastructure/Equipment (Laboratory, Vehicle, Machinery-Equipment, Software, etc.)	Current Institution/Organization	Intended Use in the Project

14. CAREER DEVELOPMENT POTENTIAL OF THE PROJECT AND ITS POSSIBLE CONTRIBUTION TO THE UNIVERSITY

The contributions of the proposed project to the career development of the project coordinator, researcher and consultant, as well as the possible contributions of the research to be conducted within the scope of the project to the University should be summarized below.

15. WIDESPREAD IMPACTS OF THE PROJECT

If the project is successfully realised, please indicate in the table below in short and clear sentences what the predicted/expected widespread effects (scientific/academic, economic/commercial/social, training researchers and creating new projects) of the project will be, in other words, what kind of outputs, results and impacts will be obtained from the project.

Common Impact Types	Projected/Expected Outputs, Results and Impacts
Scientific/Academic (Article, Paper, Book)	
Economic/Commercial/Social (Product, Prototype Product, Patent, Utility Model, Production Permit, Variety Registration, Spin-off/Start-up Company, Audio/Visual Archive, Inventory/Database/Documentation Production, Copyrighted Work, Media Place Scientific Events such as Alma, Fairs, Project Markets, Workshops, Trainings, etc. Will Use Project Results Institution/Organization, etc. other common impacts)	
Training Researchers and Creating New Projects (Master's/PhD Thesis, National/International New Project)	

16. SHARING AND DISSEMINATION OF PROJECT RESULTS

Please indicate in the table below what kind of activities such as meetings, workshops, trainings, websites, etc. will be carried out in order to deliver and disseminate the outputs and results to be achieved in the project to the relevant stakeholders and potential users.

Type of Activity (Meeting, Workshop, Training, Web page, etc.)	Stakeholders / Potential Users	Time and Duration of the Activity

17. PROJECT BUDGET

Please indicate the project budget by filling in the table below.

Contribution Source	Machinery Equipment Software (VAT except)	Consumables (VAT except)	Service Procurement (excluding VAT)	Travel (excluding VAT)	Scholarship and Staff Monthly Scholarship (Net TL) or Wage (Gross TL)	TOTAL

Requested from Altınbaş University Contribution						
Supporting Other Organization Contribution (*)						
TOTAL						

BUDGET TABLE REQUESTED FROM ALTINBAS UNIVERSITY

Machinery Equipment and Software Procurement			
Name / Model	Type of Procurement (Domestic / International)	Justification for Use	Cost (TL)

Consumables Purchase			
Name / Model	Type of Procurement (Domestic / International)	Justification for Use	Cost (TL)

Service Procurement			
Nature	Where/Who to Buy From	Rationale	Cost (TL)

Domestic Field Study Travel Expenses			
Travel by Train, Bus	Number of People	Number of Travel	Total (TL)
Everyday	Number of People	Number of Travel	Total (TL)
Accommodation	Number of People	Number of Travel	Total (TL)
Fuel*			Total (TL)
			Total (TL)

* Fuel expenses not exceeding 6 liters of gasoline per 100 km over the shortest distance between two provincial centers for researchers to be invited only from outside the institution

Fellows and Staff (*)					
Name-Surname	Attribute	Work Plan No	Term of Office (month)	Monthly Scholarship (Net TL) or Wage (Gross TL)	Total (TL)

* Executive and researcher are not paid. Scholarship recipients must be students enrolled in Altınbaş University graduate programs and must not be employed full-time in any job. The sum of the scholarships cannot exceed 30% of the project budget. Altınbaş University undergraduate students can be employed part-time. Monthly and daily part-time working limits must be complied with and written in gross TL. It is the obligation of the individuals to obtain an approval letter from their institution for the persons to be assigned from outside the institution.

Classify the sub-budget items you entered above as R&D Fixtures and R&D Expenses.

Research and Development (R&D) Fixture Purchase (D11)	Research and Development Expenses (G53)
TOTAL	TOTAL

ANNEX 2



Altınbaş University Rectorate Scientific Research Projects Protocol

1- PARTIES

Project Code	
Project Title	
Start Date	
Project Budget	

Project Coordinator	
Notification Address	
Project Researchers	

University	T.C. Altınbaş University
Notification Address	Mahmutbey Mah. Dilmenler Cad. No: 26, Bağcılar 34217 İstanbul

This **P r o t o c o l** has been signed between the University and the Project Executor under the following conditions. The provisions of this protocol shall be executed by the Dean of Research on behalf of the University.

2- TERMS OF THE PROTOCOL

1. The project coordinator is responsible for the execution of the project in accordance with the Altınbaş University Scientific Research Projects Directive; the decisions of the Scientific Research Projects Commission and all relevant legislation of the university in accordance with the specified period, purpose, scope and other conditions.
2. If ethics committee approval is required during the project process, the project coordinator is responsible for the execution of this process.
3. It is essential to spend the amounts specified in the project budget. On the other hand, in cases of necessity, changes can be made in the items without changing the scope of research in the project and without exceeding the total budget of the project by informing the dean of the faculty or the directorate of the college to which the project coordinator is affiliated.
4. The fixtures purchased from the project budget are used by the project team during the project. These fixtures belong to Altınbaş University and are transferred to the relevant academic unit when the project is completed.
5. If the methods needed throughout the project progress are available at Altınbaş University Central Research Laboratory, it is mandatory to make use of this laboratory. External service procurement can be made for devices and methods that are not available here.
6. The project coordinator is obliged to submit interim reports within the periods determined by the Scientific Research Projects Commission.

7. In academic publications such as scientific articles, books, etc. produced as a result of the project, it is obligatory to include the statement "*This study was supported by Altınbaş University with the scientific research project fund numbered*" or its equivalent in the relevant foreign language.

8. In cases such as failure to submit the final report, changing the scope of the project without the approval of the relevant dean's office, the Scientific Research Projects Commission may request an opinion from the project coordinator if deemed necessary. After evaluating this opinion, if deemed necessary, the commission may decide to make changes in the project content and team and to cancel the project.

9. The project coordinator is responsible for ensuring that all relevant legal and regulatory requirements are met in terms of preventing occupational accidents and taking health precautions at the workplace.

10. The project coordinator is responsible for the execution of the financial processes of the project. The declaration of the project coordinator is essential for expenditure requests. The project coordinator is obliged to enter the requests through the software determined by the Department of Financial Affairs, Budget and Purchasing.

11. The project coordinator is obliged to keep the data related to the project for five years.

12. The name of the project, the project team, and the project budget are publicly announced on the Altınbaş University website. The project final report may also be publicly announced when deemed necessary by the Scientific Research Projects Commission.

13. In the necessary processes of the project, communication will be established with the Dean of Research via Electronic Document Management System and Altınbaş University corporate e-mail address. The project coordinator is obliged to use these systems and follow the relevant notifications.

14. All correspondence that will be needed regarding this protocol will be made to the addresses specified in this protocol, and the relevant addresses will be deemed to be the legal notification addresses of the parties, and in case of any change in these addresses, notifications sent to the addresses written in the protocol will be deemed to have been notified to the addressee, unless notified to the other party within 10 (ten) days through a notary public. In the event that the notification sent is returned as a result of not being at the address / being moved or other return reasons, the return date written by the postal company on the notification document will be accepted as the date of notification.

15. Regarding the matters not specified in the protocol, the provisions of the relevant regulations and directives of Altınbaş University and the decisions of the Scientific Research Projects Commission shall apply.

16. The duration of this protocol is limited to the period agreed for the project subject to the protocol. However, in the event that an additional period is granted to the project with the decision of the Scientific Research Projects Commission, this protocol is deemed to be extended to cover the period in question.

17. In case of dispute, Istanbul Courts and Execution Offices are the competent authority. Annex : Signature circular and/or copy of identity card of the parties

Altınbas University	Name-Surname, Date, Signature Project Coordinator
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ANNEX 3

ALTINBAS UNIVERSITY
INFRASTRUCTURE PROJECT
APPLICATION FORM

Project title:

Project coordinator:

Project justification:

Project team:

Project budget:

Business plan:

ANN
EX 4



ALTINBAS
UNİVERSİTESİ
SENİ "EN İYİ SEN" YAPAR

Altınbas University
Scientific Research Support Interim Report

Project code	
Project type	BAP <input type="checkbox"/> AYP <input type="checkbox"/> ÖNAP <input type="checkbox"/> TEZ-P <input type="checkbox"/>
Project support period	
Project start date	
Interim report date	

Select the checkbox in the cell with your project type.

Enter the UYK approval date as the project start date. Submit the report in PDF format - Delete these two notes after consideration.

Project title	
Title, name-surname of the project coordinator	
The unit to which the project coordinator is affiliated	

1. COMPLETION RATES OF THE WORKS PLANNED TO BE CARRIED OUT

According to the work plan included in the application dossier, please provide *summary information on the progress of the work envisaged to be carried out within the reporting period.*

Study	Completion rate (%)	Reason for non-completion	Instead of Substitution the work carried out

2. SCIENTIFIC STUDIES AND INTERIM RESULTS OF THE PROJECT

The work during the reporting period should be discussed *in detail* with reference to scientific developments and progress, work planning and success criteria. The data obtained and interim conclusions reached should be discussed, indicating changes in material, method and scope, if any. Researchers leaving the project and Scientific Research Projects

Changes to the investigator approved by the Commission should be indicated.

4. SCIENTIFIC PUBLICATIONS AND ACTIVITIES DURING THE REPORTING PERIOD

Please provide information about scientific publications or scientific activities produced during the reporting period.
Papers, seminars,
attach evidence files (abstracts, posters, etc.) for activities such as workshops, presentations, etc.

Author(s)	Publication title	Journal name	Imprint information	doi. address



ALTINBAŞ
UNİVERSİTESİ
SENİ "EN İYİ SEN" YAPAR

Altınbaş University
Scientific Research Support Result Report

Project code				
Project type	BAP <input type="checkbox"/>	AYP <input type="checkbox"/>	ÖNAP <input type="checkbox"/>	TEZ-P <input type="checkbox"/>
Project support period				
Project start date				
Project end date				

Select the checkbox in the cell with your project type.

Enter the UYK approval date as the project start date. For scientific research projects (BAP), the date entered in YÖKSIS should be added as the closing date. For other projects, the date of submission of the report should be added. - Delete these two notes after taking them into consideration.

Project title	
Title, name-surname of the project coordinator	
The unit to which the project coordinator is affiliated	

1. COMPLETION RATES OF THE WORKS PLANNED TO BE CARRIED OUT

Expand by adding rows according to the work plan in the application file.

Study	Completion rate (%)	Reason for non-completion	Instead of Substitution the work carried out

2. SUMMARY OF THE USE OF THE BUDGET FROM THE RESEARCH FUND

Provide information on the use of budget items detailed in the application dossier. Pay attention to the compatibility of the information with the CPM.

Budget item	Intended use	Budget provided (Excluding VAT)	Used budget (Excluding VAT)	Reason why not all of them are available
Machinery-software-equipment	1) 2)			
Consumables	1) 2)			
Service procurement	1) 2)			
Researchers and staff	1) 2)			
R&D expenses (G53)	1) 2)			
Travel budget	1) 2)			
TOTAL				

3. SCIENTIFIC STUDIES AND OUTPUTS WITHIN THE SCOPE OF THE PROJECT

3.1 Project outcome

The connection of the project results and outputs with the project aims and objectives should be presented, and information should be provided about the importance and possible effects of the findings in the relevant literature or in the field of study; the original and innovative aspects of the research results should be emphasized.

3.2 Methods and studies

The scientific methodological method followed in the project process and the way the research technique is applied, the method of data collection and analysis, and how it shapes the project results should be detailed. It should be stated how the scientific problems encountered during the research process or non-compliance with the work plan were resolved and what improvements were made towards the project objective. The contributions of co-investigators, staff and fellows to the project should be summarised.

3.3. Research findings and outputs

Expected or unexpected findings obtained at the end of the project process that benefit the solution of the research topic should be presented. Attached evidence such as graphs-charts-photographs, etc. showing the results should be numbered.

3.4 Scientific publications and activities produced under the project

Provide information about the publication of the results and outputs obtained as a result of the project within the scope of the relevant literature (article), actual or planned activities (congress, seminar, workshop, training, etc.) for the dissemination and dissemination of the results and outputs obtained as a result of the project to stakeholders and potential users, and attach the evidence files as numbered (*Picture: 1* etc.).

List the scientific publications produced during the project process or the publications that are in the refereeing process of the journals at the date of submission of the final report at the bottom. For your publications in the writing stage, please list

Please indicate the date of publication and the timetable for reporting the publication to the Dean of Research.

Author(s)	Publication title	Journal name	Imprint information	doi. address