10th Joint Call for Research Projects SAS-TUBITAK (Türkiye)

Joint Research Projects (JRP) Programme

Guidelines for Applicants

The Intranet access linked to the calls announced by the Department of International Cooperation was created for following 4 categories of scientists:

- Senior scientist DrSc. (I)

- Senior scientist CSc., PhD. (I)

- Independent scientist CSc., PhD. (IIA)

- Scientific scientist CSc., PhD. (IIB)

Only the project proposals approved by the director of the respective SAS institute are considered as definitively submitted. The final approval by respective director (deputy director) must be executed by the call deadline. If the applicant is institute director, the approval will be awarded by his/her deputy.

- All fields in the bilateral project application are mandatory
- Project proposals can be saved continuously and finalized later within the call deadline
- It is possible to fill in multiple forms for calls in parallel and save changes in respective forms

For questions regarding submitting a project proposal via the SAS Intranet platform, please contact the contact person indicated in the call announcement.

Project proposal submission procedure

To submit a project proposal, you need to log in to the SAS Intranet and click on Intranet rights button. Among the standard rights, select **Calls of the Department of International Cooperation**.

1. In the section „Project Proposals" click on **ADD A NEW PROJECT PROPOSAL FORM.**

2. Then select the bilateral call you would like to answer, indicate the year of the submission and click **CONFIRM**.

3. In the application form fill in all requested fields and **SAVE** the data after each modification. It is possible to save the proposal continuously and modify/finalize your proposal later.

Additional information on selected form fields

➢ *Project duration* – indicate 24 or 36 months

➢ *Requested budget (by SAS Partner in €)* – if several SAS institutes are involved in the project proposal, please indicate the total requested budget for all SAS partners

➢ *SAS Project Partner – Name, Surname of Principal Investigator (PI)* – indicate the data concerning the PI (SAS researcher responsible for the project). If more research institutes are involved, select one institute and PI respectively coordinating project on behalf of SAS side.

➢ *SAS Research Team* – please indicate all scientists who will participate in the project. If you plan to involve a PhD student and a specific student has not been selected yet, please indicate only the number, e.g. "1 PhD. student"

➢ *Summary of the project (publishable abstract)* – indicate the text as in the "Application Form" document. This summary will be shared with potential external evaluators of the project proposal.

➢ *Keywords* – indicate the text as in the „Application Form"

➢ *Annexes*

  o *Application Form* – attached document is jointly elaborated with Turkish partner and is identical to the document submitted to TUBITAK side

  o *Financial Form* – SAS partner financial plan. Do not indicate financial plan of the Turkish partner. If multiple SAS institutes are involved in the project proposal, it is possible to duplicate the table on the other sheets and attach one file to your proposal. The total requested amount for the project is max. 120,000 € for 3 years for 1 project (i.e. 40,000 €/year) and in the case of a 2-year project it is max. 80,000 euros (i.e. 40,000 €/year).

  o *Review Expert Suggestion Form* – it is recommended to suggest several experts in the field in order to ensure proper evaluation by external reviewers. The call secretariat targets to receive 2 assessments (1 domestic and 1 foreign reviewer). Please carefuly consider potential conflict of interest when suggesting external evaluators. Precise definition is in form.

  o *Additional documents* – optional attachment, for instance resolution of the ethics committee, if applicable etc....

4. After filling in all fields and saving the data, the information „New Project Proposal was successfully inserted" will appear and also the option to submit the proposal **SUBMIT FOR APPROVAL**.

If the project proposal is finalized, all annexes are attached, save it and then click on **SUBMIT FOR APPROVAL**. The proposal is forwarded to the institute director (or deputy director) for approval.
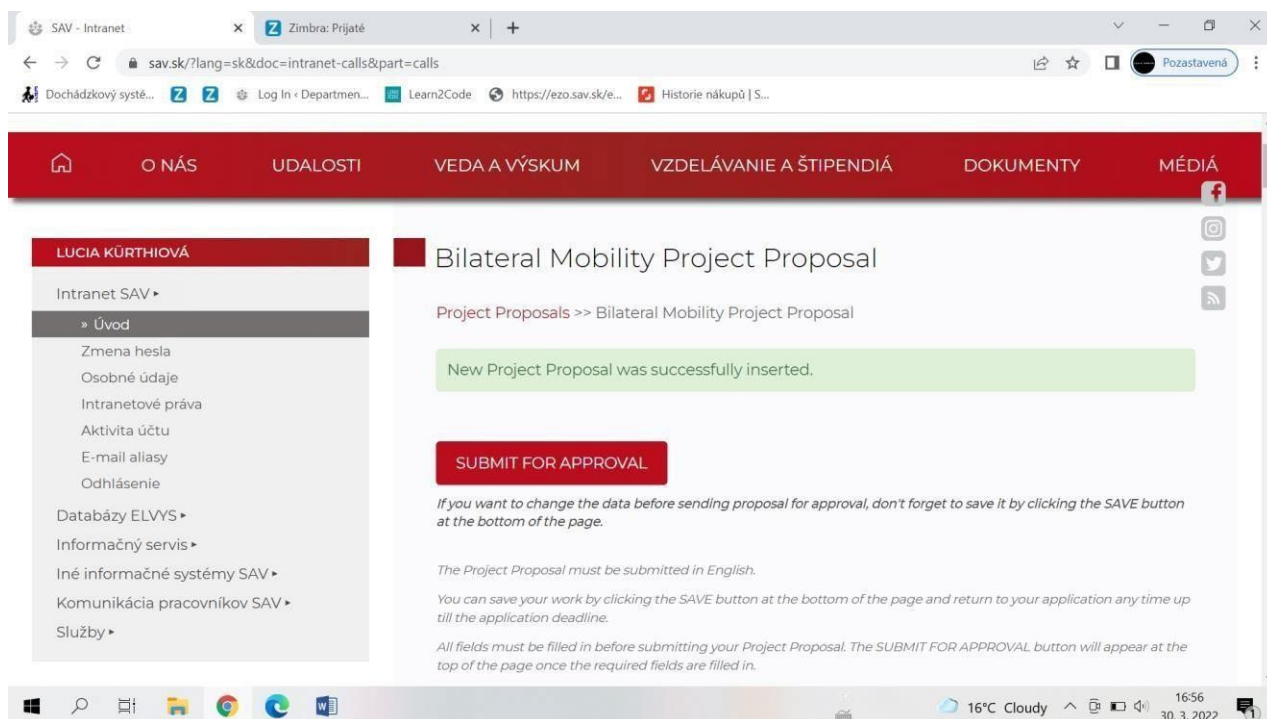
5. The following notification will appear „*Your Project Proposal was successfully sent for approva* ".
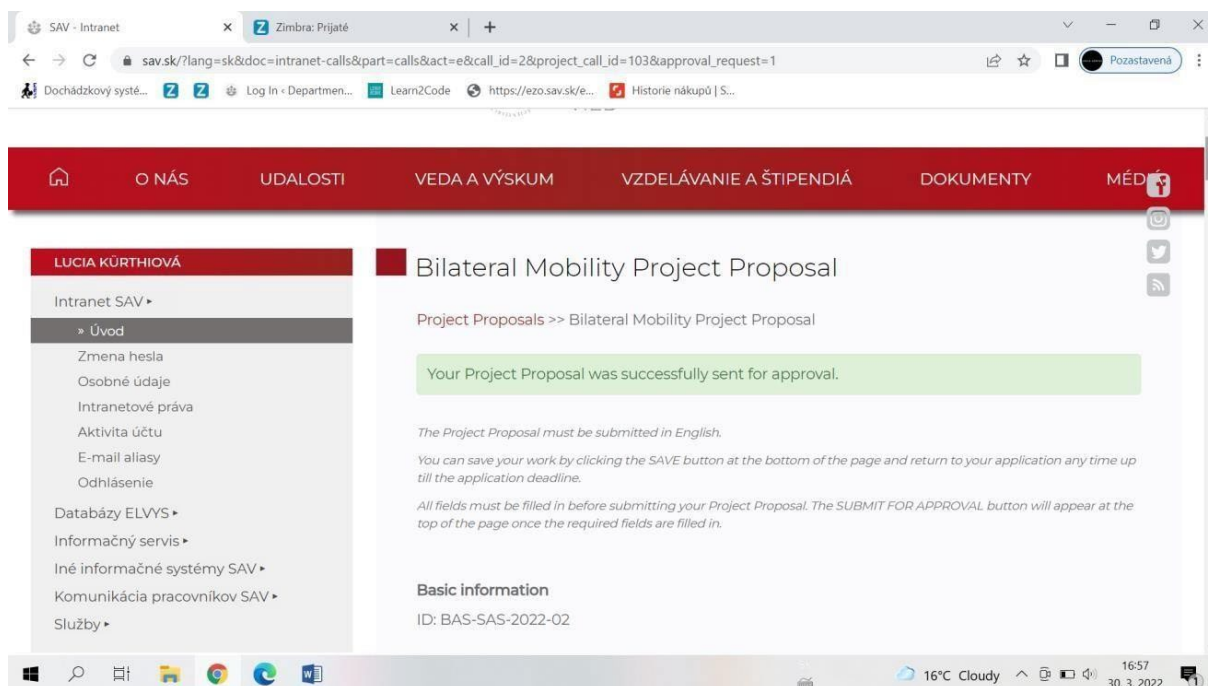
6. After the submission, your proposal is saved in the section „*Project Proposals Submitted for Approval*"

In parallel, the researcher will receive e-mail notification: *„You have submitted a project proposal entitled* **Title of the project**. *Once approved, a notification will be sent to your e-mail.*"

7. After the project proposal approval by the institute director, a registration number is generated and the project proposal is moved into approved project proposals folder of the researcher and is forwarded to the Department of International Cooperation.

The applicant will receive following e-mail notification *„Your project proposal entitled* **Title of the project** *has been approved. This information has been forwarded to the administrator from the Department of International Cooperation.*"