

**İSTİNYE UNIVERSITY
SCIENTIFIC RESEARCH PROJECTS (SRP) DIRECTIVE**

**CHAPTER 1
Purpose, Scope, Definitions and Abbreviations**

Purpose

ARTICLE 1 – (1) This Directive regulates the procedures and principles for the evaluation, acceptance, and support of scientific research project proposals by faculty members of Istinye University and researchers who have completed their doctorate, specialty in medicine or proficiency in art; and the execution of services related to the monitoring and evaluation of the results; and the allocation of resources to projects supported by national or international organizations.

Basis

ARTICLE 2 – (1) This Directive has been prepared in accordance with the “Regulation on Scientific Research Projects of Higher Education Institutions of the Council of Higher Education” published in Official Gazette 29900 dated November 26, 2016.

Scope

ARTICLE 3 – (1) This Directive covers the general principles regarding the processes of Istinye University’s scientific research projects, the governing bodies that carry out these processes, the duties, powers and responsibilities of these bodies, and the work procedures.

Definitions and abbreviations

ARTICLE 4 – (1) In this Directive,

a) "Interim Report" refers to the detailed report of project activities and interim outputs carried out within the relevant period, submitted by the Executive to the SRP Commission every six months in accordance with the principles specified in the Guidelines, for the projects effective when the contract is signed.

b) "Researcher" refers to researchers other than the project coordinator, who are chosen by the project coordinator to carry out the scientific research project on the project team, who have the necessary expertise in the relevant science and/or technology field, who share the scientific and technical responsibility of the project, and who are named in the final report.

c) "Scientific Research Project" refers to projects that train scientists and establish and develop research infrastructure, projects supported by Istinye University SRP resources and projects with scientific content carried out with national and/or international institutions or organizations, both inside and / or outside the higher education institution, the results of which are expected to contribute to science on an international and / or national scale and to the technological, economic, social and cultural development of the country when completed.

d) "Scientific Research Projects Coordination Unit (SRP Coordination Unit)" refers to the unit overseeing the secretarial services of the Scientific Research Projects Commission; the budget appropriation transfers to project accounts; the activities and transactions related to project accounts; projects supported by national and international fund organizations, in which the researchers are involved, in accordance with the relevant legislation; and other tasks assigned by the affiliated manager regarding scientific research projects in coordination with the relevant units.

e) "Scientific Research Projects Commission (SRP Commission)" refers to the commission enacting the processes of evaluation, acceptance, support, monitoring and conclusion of scientific research projects, and coordinating the studies on the SRP directive and implementation principles within the framework of the University's R&D strategy and policies.

- f) "Scientific Research Projects Commission Chairman (SRP Commission Chairman)" refers to the faculty member or the Vice-Rector appointed by the Rector to chair the commission and carry out its activities on behalf of the University.
- g) "Scientific Research Projects Coordination Unit Coordinator" refers to the person responsible for executing the SRP Coordination Unit's activities on behalf of the University, appointed from personnel competent to coordinate SRP activities in accordance with the procedure specified in the relevant directive, and responsible to the top manager.
- h) "Scholarship holder" refers to a student enrolled in graduate programs with thesis, who will be granted a scholarship within the scope of SRP.
- i) "Post-Doctoral Researcher" refers to researchers with the title of doctor who will be granted a scholarship within the scope of SRP.
- j) "Advisor" refers to persons whose knowledge is utilized for specific issues that require expertise in relation to the project, as well as in technical and legal fields.
- k) "Ethics Committee" refers to the committee authorized to evaluate the ethical principles of projects and studies within the framework of legal provisions.
- l) "Referee" refers to "the scientists who are known for their expertise in the field covered by the projects, whose opinions are sought for the evaluation of the submitted projects and, if necessary, the project development and final reports".
- m) "Relevant academic unit administrations" refers to the Rector's Office, Dean's Offices, Institute Directorates, School Directorates, Research and Application Center Directorates.
- n) "Resource Transfer" refers to a cash or in-kind contribution proposed by the commission and approved by the top manager; it may not exceed thirty percent of the project cost and is to be used in scientific research projects supported by national or international institutions and organizations.
- o) "Scientific Research Projects Implementation Guide (SRP Implementation Guide)" refers to the document created by the SRP Commission containing the current application principles.
- p) "Project Team" refers to the project coordinator, researchers, scholarship holders, assistant staff and advisors.
- q) "Project Contract" refers to the contract protocol signed by the Rector, the Vice-Rector assigned by the Rector and the project team for supported projects; and in which the principles, procedures and responsibilities for matters that include the execution, conclusion and publication of projects are determined.
- r) "Project executor" refers to the faculty members with expertise in the relevant science and/or technology fields and skills and experience in preparing and executing projects; who bear all scientific, technical, administrative, financial and legal responsibilities for the project; who have signed the Project Support Agreement with Istinye University; and who can evaluate and publish the project results with scientific methods and/or turn them into practice, provided that they are members of the academic and/or administrative staff of Istinye University; and includes lecturers who with post-doctorate qualifications, specialties in medicine, or post-proficiencies in art.
- s) "Accounting Unit" refers to the unit where accounting transactions are carried out at the University.
- t) "Purchasing Unit" refers to the unit where purchasing operations are carried out at the University.
- u) "Senate" refers to the Istinye University Senate.
- v) "Result Report" refers to the detailed report that includes all activities and outputs of the project, submitted by the Executive to the SRP Unit within the period specified in the SRP Implementation Principles Guide (Attachment-7) at the end of the project period.
- w) "Top Manager" refers to the Rector of the University.
- x) "Venustats" refers to project process management system software used by the SRP Unit, SRP Commission, Referees, Project Team and Academicians to electronically manage project processes quickly and effectively.
- y) "YÖKSİS" refers to the common database of the Council of Higher Education.
- z) "Higher Education Institution" refers to Istinye University.

aa) "Assistant staff" refers to the experts, technical staff, technicians, laboratory assistants, workers and similar staff unnamed in the final report, who are supervised by the project manager or researchers, full or part time, limited to the duration of the project, and employed by Istinye University.

bb) "Administrative Board" refers to Istinye University's Administrative Board.

CHAPTER 2

Governing Bodies, Duties, Powers and Responsibilities

Establishment of SRP commission

ARTICLE 5 – (1) Scientific Research Projects (SRP) Commission is established according to the following procedure:

a) The Scientific Research Projects Commission is chaired by the Rector or a Vice Rector to be appointed and consists of at least 7 and no more than 11 members appointed by the Rector upon the recommendation of the University Senate. One of the faculty members elected as a member of the SRP Committee is appointed by the Rector as the vice president. The term of office of the commission members is 4 (four) years. A member whose term has expired may be reassigned in the same manner. In the event that the members of the Commission leave their main duties for any reason, their duties in the Commission will automatically end. A new member is appointed in the same way as the commission member who leaves his/her position for any reason. The commission meets at least twice a year, upon the call of the Rector or the Vice-Rector to be appointed. The commission convenes with the participation of the absolute majority of the total number of members. Open voting is done, and decisions are taken as acceptance or rejection, abstention cannot be used. In case the votes are equal, the vote of the Chairman of the SRP Commission is decisive for the decision.

b) The Commission has the authority and responsibility to evaluate, accept, support, monitor, freeze, cancel and finalize scientific research project applications submitted for its examination, and to prepare, change and rearrange the forms and documents attached to this directive.

c) Members of the Commission are responsible for the confidentiality of all information within the scope of the projects applied for and evaluated, to act in accordance with ethical principles and to carry out their duties in accordance with the issues required by the relevant legislation.

d) In case of need, the SRP Commission may establish sub-commissions to work within the scope of tasks it determines.

e) The chairman and commission members whose terms of office have expired may be reassigned to the Commission using this procedure.

f) Commission decisions are effective upon approval by the Rector.

The powers, duties and responsibilities of the SRP Commission

ARTICLE 6 – (1) The SRP Commission fulfills duties and responsibilities determining the types of projects to be supported and the principles of their implementation and utilizing policies that will encourage project results generating high value outputs and supporting efficient and effective use of resources.

a) It prepares the Project application calendar.

b) It determines the types of projects to be supported and the application principles.

c) It prepares the forms to be used in the projects.

d) It determines support limits to be provided for the projects.

e) It prepares the project protocol to be used for the projects that are decided to be supported.

f) It determines the application procedures and principles regarding the realization, evaluation, execution, monitoring and conclusion of the project applications.

g) It evaluates and decides on project applications. It sends the project proposals it deems necessary to the experts, and evaluates the incoming reports and decides whether the project will be supported or not.

h) It evaluates the interim and final reports received from the executives of the ongoing projects and covering the relevant period of the projects.

i) It evaluates and decides on the additional time, additional budget and all other requests from the project coordinators.

- j) When it deems necessary, it can examine the project studies on their site and/or have it examined by the experts, change the project coordinators, and abolish the project.
- k) It decides on the necessary sanctions in cases violating the articles of the Agreement and the Directive.
- l) It considers the suggestions of Istinye University's Science, Technology and Innovation Board and Administrative Board, determining research priorities and topics and referring these to the Rector.
- m) At the end of each year, it submits a report to the Rector detailing projects supported, examined, ongoing and completed.

SRP coordination unit and its duties

ARTICLE 7 – (1) The SRP Coordinator is the faculty member or administrative staff responsible for the execution of the SRP Unit's activities on behalf of the University. The SRP Coordination Unit Coordinator is responsible to the top manager.

Duties of the SRP Coordinator:

ARTICLE 8 – (1) The SRP Coordinator does the following:

- a) Organizes and executes the programs and activities of the SRP Coordination Unit in line with the relevant legislation, directive and SRP Commission decisions.
- b) Prepares the announcements about projects, to make correspondence.
- c) Prepares the agenda for the SRP Commission meetings.
- d) Acts as a rapporteur at SRP Commission meetings.
- e) Ensures communication and coordination in the activities of SRP Coordination Unit and SRP Commission.
- f) Submits periodic reports on the activities of the SRP Coordination Unit to the Rector or the authorized Vice-Rector and the Chairman of the SRP Commission.

CHAPTER 3

Project Types, Resource Transfer, Project Durations and Project Team

Project Types

ARTICLE 9 – (1) The types of projects supported by the SRP Coordination Unit are listed below. The application requirements for these types of projects, the evaluation of applications, the principles for the execution and conclusion of the projects are determined and announced by the SRP Commission. The SRP Commission can make changes in the scope and implementation principles of these projects, remove the ones they deem necessary, and create new project types. Scientific research project groups are as follows:

- a) Research Start Support Project (RSSP): These are the projects aimed at supporting the research to be carried out by the faculty members who have been appointed to Istinye University within the previous year.
- b) Independent Research Projects (IP): These are the personal, interdisciplinary projects prepared by the faculty members of Istinye University or the executives who have completed their doctorate, specialization in medicine or proficiency in art, or with the participation of national and international institutions and organizations outside Istinye University, whose main purpose is to produce direct scientific results. The IRP projects are organized and evaluated in three categories:
 - 1) Science
 - 2) Health Sciences
 - 3) Social Sciences
- c) Interdisciplinary Research Projects (IRP): research projects prepared and carried out by faculty members from at least three departments or departments from different disciplines at Istinye University. These projects increase the number and quality of interdisciplinary collaborations through collaborations between researchers working in different disciplines within the University. Projects with a significant potential to generate high-value products/artworks/designs will be prioritized for support.

d) Guided Projects (GP): research or development projects whose final form is determined by the SRP Commission and whose subject, scope, needs, budget and, if necessary, coordinator and research group are proposed by the Rectorate and/or the relevant academic unit managements, in accordance with the science policy and/or institutional needs of the country and/or the University. It is mandatory to apply for external project support during the execution of guided projects or within 1 year following their completion.

e) Graduate Thesis Projects (GTP): research projects carried out by students continuing their graduate, doctorate, or art education at the faculties, institutes, colleges and centers of Istinye University in accordance with their education programs. These projects are under the direction of a faculty member. The thesis advisor supervises the thesis projects. In case the graduate education cannot be carried out or is terminated for any reason, the project coordinator applies to the SRP Commission to change the project group or cancel the project. It is mandatory to submit a student certificate during the application process.

f) Research Project with the Participation of Undergraduate Students (RPPUS): research projects created for project teams to encourage undergraduate students to participate in research activities. The project team consultant submits the application for this type of project; to qualify, the applicant team must represent the University in a national or international conference, competition or other showcase during the project period. At least three undergraduate students must take part as researchers in this type of project. In addition, in cases where 2209 TUBITAK student project support has been received and there is a need to improve the scope of the project, RPPUS application can be made by the project advisor.

g) Performance-Based Research Project (PBRP): projects awarded to faculty members based on their academic performance scores, which are calculated according to the last five years of their academic performance. This type of project is intended to increase the individual performance of faculty members and maintain the competitiveness of the University at the highest level.

Project team and assignment of scholarship holders in the project

ARTICLE 10 – (1) The executive, researcher, scholar and consultant taking part in the project constitute the project team. The procedures and principles governing the participation of the Project Team in the Scientific Research Project are determined by the SRP Commission and set forth in the updated SRP Implementation Principles Guide (Attachment 7).

(2) While the project is in effect, the request of the Executive to make changes in the Project Team is evaluated and decided by the SRP Commission. In addition to the petition of the executive, which includes the reasoned request, the researchers who are subject to the amendment must also submit their petitions to the SRP Unit.

(3) Students or graduates in master's or doctoral programs with thesis who receive support within the scope of SRP can be appointed as scholarship holders.

(4) The SRP Commission defines the qualifications of the scholarship winner who will take part in the projects; and determines the procedures and principles to be followed in the assignment of the scholarship according to the provisions of the relevant legislation and set forth in the updated SRP Implementation Principles Guide (Attachment 7).

Project duration

ARTICLE 11 – (1) Except for thesis projects, the duration of the projects to be supported by the SRP Commission is 36 (thirty-six) months. Additional time may be requested for projects supported for less than this period and for projects the SRP Implementation Guidelines designates eligible (Attachment 7). Upon the application by the Executive, the SRP Commission may grant additional time, provided that the time limits specified in the Guidelines are not exceeded. Additional time conditions are determined according to project type and announced by the SRP Commission.

(2) Thesis project durations can be extended over authorized periods. However, in cases of extensions, the budget cannot be used.

(3) In cases where the project work requires a legal permit and/or Ethics Committee approval, documentation of these must be obtained and/or extended to the end of the requested additional period.

(4) In cases where force majeure prevents on-time completion of a project, the Executive may petition for the project to be frozen and the SRP Commission may freeze the project for up to 12 (twelve)

months. When the force majeure disappears, the project can be restarted with the decision of the SRP Commission. The freezing period of the project is not included in the approved duration of the project.

CHAPTER 4

Project Application and Evaluation

Project Application

ARTICLE 12 – (1) The project application process is as follows:

a) Project applications are made to the commission chairmanship via EBYS using Istinye University Venustats software and with the approval of the relevant unit managers (Head of Department, Dean/Director). The application conditions and the procedures and principles to be followed in the application are announced with the announcements prepared by the SRP Coordinator in line with the SRP Commission's decisions.

b) Project coordinators who have unfinished projects cannot apply for a new project of any kind and cannot participate as researchers in new projects without successfully completing their outstanding ones. Graduate thesis projects are out of this scope.

c) The number of projects in which researchers can simultaneously act as coordinators or researchers is determined in the implementation procedures and principles.

ç) Thesis studies and non-thesis master's studies that have exceeded their normal deadlines are outside the scope of support.

d) Undergraduate students participating in research projects must have a minimum grade point average of 2.00. The duration of the project should be at least 6 months and at most 12 months.

e) For projects that require legal clearance, the project coordinator is responsible for obtaining the necessary approvals and permissions from the ethics committee and/or competent authorities.

Evaluation of projects

ARTICLE 13 – (1) Project evaluations will be carried out as follows:

a) Project proposals submitted to the SRP Coordination Unit through the Venustats system undergo preliminary evaluation to determine whether they meet the necessary conditions. Project proposals that meet the conditions at the preliminary evaluation stage are submitted to the SRP Commission by the Coordinator. Project proposals that do not meet the necessary conditions are returned to the relevant applicant by stating the reason.

b) The project proposals under evaluation can be directly decided by the SRP Commission, taking into account the type of project. The projects deemed necessary are submitted to the evaluation of the referees selected from academicians who have a doctorate, proficiency in art or equivalent degree, at least two of whom are determined by the SRP Commission.

c) The SRP Commission may ask the project team to make oral presentations and/or organize a panel when it deems necessary.

ç) The SRP Commission considers the expert and panel reports, if any, in deciding whether to support proposed projects.

d) SRP Commission members cannot attend commission discussions of their projects. In addition, a commission member with a self-interest or a conflict of interest with a proposed project's team cannot attend the commission meeting while the project is under discussion.

e) A protocol prepared by the project coordinator and the SRP Commission determines the details of any project offered support by the SRP Commission. Implementation of the project is contingent upon the approval of the protocol of the top manager or the Chairman of the SRP Commission to whom the authority will be delegated in writing.

f) In selecting scientific research projects for support, priority is given to projects with basic science content, which are result-oriented, which includes multi-participation in the resources and activities, which are multi-centre, inter-institutional, international and interdisciplinary in nature, taking into account the projects that have already been completed or that are ongoing and that are announced by higher education institutions in YÖKSİS.

g) Project proposal evaluations are completed within two months of the project application date. This period may be extended by the Commission if necessary.

ğ) In the evaluation and selection of projects, together with the issues specified in Article 5 of the Regulation on Higher Education Institutions Scientific Research Projects published in the Official Gazette dated November 26, 2016, and numbered 29900, the projects are evaluated by considering criteria such as whether the project proposal is original and feasible; its contribution to science; its financial attributes and practicality, including a detailed expense budget (expenses such as equipment, staff, materials, travel); and its size.

h) Referees record their opinions using the Referee Evaluation Form (Attachment-2). The evaluation must be communicated to the Commission within three weeks.

CHAPTER 5

Acceptance, Monitoring and Finalization of the Project

Project Acceptance

ARTICLE 14 – (1) The process regarding the Project Protocol and Project Contract will be carried out as follows:

a) For the projects that are approved to be supported, the decision minutes of the SRP Commission are submitted to the Rector for approval. The Project Contract and the expense list approved by the SRP Commission are signed by the Rector or the Chairman of the SRP Commission and the Project Team to whom the authority has been delegated, within fifteen days after the acceptance letter of the projects approved to be supported is notified to the project coordinator. The date of signing the contract is considered to be the start date of the project. In cases where the project coordinator is not present (due to being employed abroad or on a sick leave etc.), a contract is signed by one of the authorized researchers. A copy of the Project Contract is given to the project coordinator. Projects whose contracts are not signed in due time and project acceptance procedures are not initiated without a valid reason are canceled by the decision of the SRP Commission.

b) The project coordinator makes a request within 15 days after the signing of the contract in accordance with the work plan, in accordance with its budget and expenditure items. Then, the purchasing processes are started within the framework of the appropriateness of the budget and financial possibilities.

c) The project coordinator is obliged to fully fulfill the duties and responsibilities specified in the Istinye University Tender Regulation for the procurement of consumables, machinery-equipment and service requested in the project. The project of the coordinators who do not fulfill these obligations will be canceled by the decision of the SRP Commission.

ç) All kinds of immovable and movable materials (fixtures, consumables, etc.) purchased within the scope of the projects are duly recorded by the SRP Commission or by the relevant units assigned, and are embezzled to the relevant academic unit (Dean's Office / College / Institute / Central Directorate) where the project will be carried out, primarily for the use of the project coordinator and his or her team. The project coordinator is obliged to make the machinery and equipment available to researchers working on similar subjects in the time left over from use for the project need, except for the consumables provided within the scope of the project. The project coordinator can control whether the device is used correctly in order to protect the machinery and equipment used but cannot interfere with the scientific content of the researcher who will use these devices.

(2) Entering scientific research projects and fund transfer supports into YÖKSİS will be as follows:

a) Information on SRP and ongoing resource transfer supports accepted by the Commission, and other information requested by the Council of Higher Education, are entered into YÖKSİS within one month of the acceptance date and the due date of the final report of the completed project.

b) The SRP Coordination unit coordinator is responsible for monitoring the entry of data to YÖKSİS at the specified times.

Project budget and expenditure items

ARTICLE 15 – (1) The project coordinator may request a reasoned appropriation transfer between the envisaged items for additional appropriation or current expenditure and machinery-equipment, consumables, service procurement and other items. If there is an obligation to request additional appropriation, the reason for its emergence and its relation with the project should be explained in detail.

Additional appropriation request can be up to 50% of the project budget at most. Demands are decided by the SRP Commission and all relevant recruitment applications can be made after this decision.

Interim reports

ARTICLE 16 – (1) The project coordinators must submit the interim reports, which include the works and developments within the scope of the project, to the SRP Coordination Unit through the Venustats system every six months from the date of the contract. The SRP Commission evaluates interim reports. When it deems necessary, the SRP Commission may seek the opinions of experts in the subject to complete the evaluation process. Continuation of project financial support is decided by the SRP Commission. There is no need to prepare an interim report for master's thesis projects. For Ph.D. thesis projects, the Thesis Monitoring Committee Report obtained from the Graduate School of Education is submitted to the SRP Coordination Unit as an interim report every six months. Interim report evaluations of Ph.D. thesis projects are based on Thesis Monitoring Committee reports.

Correcting the project, replacing the project team

ARTICLE 17 – (1) Corrections to research projects and/or project team replacements will be carried out as follows:

a) The SRP Commission may request that projects be corrected if their development is found to be negative/insufficient. If the negative/insufficiency continues despite the correction, the project manager/those in charge and researchers may be changed, or the Project Support Agreement may be terminated.

b) The project coordinator proposes a new project manager to the SRP Commission, who can continue the current project from where it left off, in case of resignation. If the SRP Commission deems it appropriate and the proposed person agrees to continue the contract under the same project conditions, the project is implemented under the same contract conditions. In this case, a new contract is signed with the new project manager.

c) If the former Project coordinator cannot find/suggest a new project coordinator, the Project Contract will be terminated.

ç) If the Project Contract is terminated, the budget paid until the termination date and any other damages that may arise due to the termination may be collected from the Project Coordinator with legal interest.

Project freezing and cancellation

ARTICLE 18 – (1) The SRP Commission may suspend the project partially or completely based on project progress reports or in cases of force majeure.

(2) If the SRP Commission reviews the interim reports on the development of the project and deems it impossible for the project to reach its goals, or considers it useless/impossible to continue the freezing process at the end of the period, it may decide to terminate all processes of the project.

Conclusion

ARTICLE 19 – (1) SRP is completed within the time specified. The project coordinator may request a reasoned additional time from the SRP Commission at the latest one month before the end of the project period. The latest progress report must be submitted before an additional time request is made. The application is decided by the SRP Commission. If the project is frozen, the time that elapses before it resumes is added to the agreed duration of the project.

Project result report

ARTICLE 20 – (1) The project final report should be prepared and submitted as follows:

a) Within three months following the project completion date determined in the contract, the project final report is submitted to the SRP Coordination Unit, together with its attachments, in accordance with the Scientific Research Project Final Report Format (Attachment-5), and if any, the communiqués, articles, etc. The SRP Commission evaluates the submitted report and its attachments in accordance with the Report Evaluation Form (Attachment-4) or may receive support from external referees related to their

field of expertise when deemed necessary. The final report can be accepted as it is, changes can be requested or it can be re-evaluated later. The decision is notified in writing to the project coordinator. The Final Report, which is revised and finalized in line with the recommendations of the SRP Commission, must be submitted to the SRP Commission within three months at the latest from the date of acceptance.

b) Articles containing project results published in peer-reviewed journals scanned by SCI or SSCI or AHCI indexes and other international indexes until the delivery date of the project result report are also accepted within the scope of material, method, analysis and scientific results in the final report. In cases where the project results are published later, copies of the publications are sent to the SRP Commission. Master's and doctoral theses can be accepted as final reports.

Copyrights and project outputs

ARTICLE 21 – (1) Principles regarding copyrights and project outputs are as follows:

a) The copyright and intellectual property rights of the scientific results obtained from the projects belong to Istinye University. In projects supported by the participation of the University/Public/Industry/Private Sector, copyright and intellectual property rights are determined by the project contract. It is obligatory to obtain permission from the Rectorate of Istinye University for any income-generating publication or application to be made from the results of the project.

b) In case of income-generating patents, inventions or products, the distribution of the income to be generated is carried out in accordance with the principles determined by Istinye University's Administrative Board. If there is a regulation on the rates foreseen to be paid to the beneficiaries in the relevant legislation, the provisions of the relevant legislation apply.

c) The project coordinator is responsible for keeping data and records throughout the project and after the project is completed. In case the SRP Commission requests these data, all elements such as data, information, documents, software, materials, samples, results obtained/developed during the research process/result must be submitted to the SRP Commission.

ç) The SRP Coordination Unit may publish all kinds of information, results, data, reports and information about the project team regarding the completed projects, partially or completely, in print or electronically, in accordance with the principles to be determined by the SRP Commission, taking into account the applicable legislation. It can also share this information with other institutions and organizations.

d) Outputs such as patents, utility models, inventions, products, designs, licenses, company formations or publications produced/obtained from the results of the studies supported and carried out within the scope of SRP must be reported to the SRP Coordination Unit.

CHAPTER 6

General Terms and Sanctions

General Terms

ARTICLE 22 – (1) The ownership of the machinery and equipment provided for the projects within the scope of SRP belongs to the unit. The machinery-equipment in question is under the control and use of the project managers until the related project is completed. Project coordinators are responsible for their protection, maintenance, and repair. Special machinery and equipment belonging to the completed projects are available to the researchers of our university in need. The SRP Commission is authorized to make such machinery and equipment available for use in a common area, to be taken back for use in other projects, or to make other dispositions it deems necessary.

Recording and data storage

ARTICLE 23 – (1) The project coordinator must retain all records and data of the project for a period of 5 years after the date of the conclusion of the project.

Making changes in the project team and holding the project work on hold

ARTICLE 24 – (1) The SRP Commission may make changes in the project team when it deems necessary or if it finds the reasoned request of the project coordinator appropriate. In case of health

problems or unforeseen mandatory conditions, the SRP Commission may put the work on hold for a maximum of 6 months in total, not counting from the normal duration of the project.

Sanctions

ARTICLE 25 – (1) In the event that the ethical committee of our university determines that there is a violation of scientific ethics or that the financial resources are used against ethical principles by the SRP Commission, the following sanctions are applied while the projects are being carried out or after their completion:

a) The ongoing project is canceled by the decision of the SRP Commission.

b) Of the fixtures purchased within the scope of the project, the usable ones are taken back. Otherwise, the costs of all expenditures, including the costs of these fixtures, are taken back from the project coordinator together with the legal interest.

c) The penalty for not benefiting from any project support for up to 5 years is given by the SRP commission to the person or persons in the project team who carry out situations that violate ethical rules.

ç) The SRP Commission may submit an opinion to the Rector regarding legal action.

(2) The SRP Commission can directly examine the project work, or have it examined by the experts when it deems necessary. In the following cases, the projects are canceled with the decision of the SRP Commission, and the fixtures purchased within the scope of the project that do not have a problem or malfunction and are in usable condition are taken back. Otherwise, the costs of all expenditures, including the costs of these fixtures, are taken back from the project coordinator together with the legal interest. In addition, the relevant project coordinator cannot benefit from SRP Unit supports for a period of 3 years.

a) Failure of the project team to show the envisaged development in the approved project due to negligence or fault, or not to carry out the project in accordance with the purpose.

b) The content of the travel activities carried out within the scope of the project and not found to be suitable for the purpose of the project by the SRP Commission.

c) Making changes in the project team without the decision of the SRP Commission.

(3) Postgraduate students who cause the project to be canceled or the work not completed by the project's coordinator due to their failure cannot benefit from SRP supports indefinitely.

(4) In case the project interim report is delayed for more than 1 month without showing an excuse accepted by the SRP Commission, the processes of that project are suspended until the report is submitted, and researchers cannot take part in a new project during this period. If the interim report is not delivered despite the warning, the project work is canceled, and the project coordinator cannot benefit from SRP supports for 2 years. He or she cannot be part of the project team of a new project application.

(5) The processes of all projects carried out by the project coordinators who do not submit the project final report in due time are suspended until the report is delivered and the decision is made by the SRP Commission. If the final report is not delivered within 1 month despite the warning, no new project support is given to the project coordinator for a period of 3 years from the date the final report is submitted, and the decision is made by the SRP Commission. A new project support of any kind is not given for a period of 2 years to the project coordinator whose final report is insufficient. However, for projects whose final report is insufficient, additional time may be given for some studies to be done again or for the final report to be rearranged, upon the request of the project coordinators and the SRP Commission's approval. However, the duration of the project cannot exceed 36 months including the additional period to be given.

(6) The project coordinator is responsible for carrying out the project in scientific, technical, administrative, legal and financial aspects in accordance with this Directive and other relevant legislation. The coordinator and other project officials are obliged to compensate for any damage to the extent of the defect, arising from the failure to use the project appropriation in accordance with the project objectives, effectively and efficiently.

Cases where there is no provision

ARTICLE 26 – (1) The provisions of the "Regulation on Scientific Research Projects of Higher Education Institutions" published in Official Gazette 29900 dated November 26, 2016 and other relevant legislation provisions apply to cases not enumerated in this Directive.

Force

ARTICLE 27 – (1) This Directive is effective as of the date it is approved by Istinye University’s Board of Trustees.

Executive

ARTICLE 28 – (1) The provisions of this Directive are executed by the Rector of Istinye University.

ATTACHMENTS

- Attachment 1- Istinye University Scientific Research Projects Application Form
- Attachment 2- Istinye University Scientific Research Projects Peer Evaluation Form
- Attachment 3- Istinye University Scientific Research Projects Support Agreement
- Attachment 4- Istinye University Scientific Research Projects Interim Report Form
- Attachment 5- Istinye University Scientific Research Projects Interim Report / Final Report Evaluation Form
- Attachment 6- Istinye University Scientific Research Project Result Report Form
- Attachment 7- Istinye University Scientific Research Projects Application Principles Guide
- Attachment 8- Istinye University Scientific Research Projects Entitlement Declaration Form

**ISTINYE UNIVERSITY
SCIENTIFIC RESEARCH PROJECTS
IMPLEMENTATION PRINCIPLES GUIDE FOR THE YEAR 2024**

SRP COMMISSION INFORMATION

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CHAPTER 4

General Principles

**ISTINYE UNIVERSITY
SCIENTIFIC RESEARCH PROJECTS
IMPLEMENTATION PRINCIPLES GUIDE FOR THE YEAR 2024**

CHAPTER 1

DEFINITION, SCOPE AND BASIS

Definition and Scope: The project supports provided by the SRP Commission are carried out by adhering to the application principles specified in this document. The SRP Commission may make changes in the implementation principles when it deems necessary.

Researchers who will apply for project support are recommended to carefully read the explanations given in this document and the Istinye University Scientific Research Projects Directive.

Basis: These Implementation Principles have been prepared based on the provisions of the relevant articles of the Istinye University Scientific Research Projects Directive, which was approved and entered into force at the meeting of the Istinye University Senate dated April 13, 2022, and numbered 2022/09.

CHAPTER 2 DEFINITIONS

Project Coordinators: Faculty members who propose the project, are responsible for its preparation and execution, and researchers from our university who have completed their doctorate, proficiency in art and medicine or equivalent education. The coordinator of the graduate thesis projects is the faculty member appointed as the thesis advisor in the authorized committees of the relevant institute.

Researchers: Lecturers included in the project team by the project coordinator in order to carry out the scientific research project, the students who are studying for undergraduate and graduate education on the subject of the project, and the people who have completed their education and are assigned to the project due to their expertise. The researchers of the Graduate Thesis Projects are only the related graduate students and, if any, faculty members appointed by the relevant institutes as the second advisor.

Interim Report: A detailed report including the activities and interim outputs carried out during the relevant period of the project, submitted by the Executive to the SRP Coordination Unit every 6 (six) months in accordance with the principles specified in the Guide for the projects that entered into force after the contract was signed.

Scientific Research Projects Commission (SRP Commission): A commission established to carry out activities related to the evaluation, acceptance, support, encouragement, and coordination of scientific research projects, taking measures to increase the research performance of the University, measurement, evaluation of research performance and determining research policies, and other duties to be assigned by the senior manager in relation to scientific research.

Scientific Research Project: Projects that are expected to contribute to science in the field on a universal or national scale with the results when completed, to contribute to the technological, economic, social and cultural development of the country, and to establish and develop scientist training and research infrastructure with projects that can be done with the participation of national and / or international institutions or organizations, both inside and / or outside the University.

Chairman of Scientific Research Projects Commission: A faculty member appointed by the Rector and responsible to the Rector, responsible for chairing the SRP Commission on behalf of the University and conducting the SRP Commission activities.

Scientific Research Projects Coordination Unit: A unit is responsible for carrying out the secretariat services of the Scientific Research Projects Commission, transferring the budget appropriations to the special accounts, conducting the works and transactions related to the special accounts, and conducting and monitoring the processes determined by the relevant legislation of the projects supported by the national and international organizations in which the University researchers

take part, and the scientific research of the top manager and executing other tasks to be assigned in relation to the projects in coordination with the relevant units

Scientific Research Projects Coordination Unit Coordinator (SRP Coordinator): The person responsible for carrying out the activities of the SRP Coordination Unit on behalf of the University.

Unit: Departments Affiliated with Faculty, Institute, School, Vocational School, Central Directorate and to the Rectorate of the University

Scholarship Holder: A student in master's and doctoral programs with thesis who will be assigned with a scholarship within the scope of the project in scientific research projects.

Post-Doctoral Researcher: A researcher who works on a contractual basis, provided that he/she does not exceed 7 (seven) years after doctorate, specialty in medicine or proficiency in art or equivalent education.

Ethics Committee: The committee authorized to evaluate the project studies in terms of ethical principles within the framework of legal provisions.

Article: A full-text research article included in the national Scopus, Q1, Q2, Q3 index, excluding the letter to the editor, abstract, review, technical notes and book critique.

Project Team: The team consisting of the project coordinator, researchers, postdoctoral researchers and scholarship holders.

Project Evaluation Expert: A referee inside or outside the higher education institution, who is an expert in the field of the relevant scientific research project and who holds the minimum of a doctorate degree.

Rector: The Rector of Istinye University

Vice Rector: The Vice Rector of Istinye University

Senate: The Istinye University Senate

Result Report: A report detailing all activities and outputs of the project, submitted by the Executive to the SRP Coordination Unit within the period specified in the Guide following the end of the project period.

Contract: The project protocol signed by the Rector or the Chairman of the SRP Commission and the Project Team by delegating authority in writing for the projects decided to be supported, specifying the principles, procedures, and responsibilities to be followed in matters such as the execution and conclusion of the projects and the publication of the project results.

Quartile (Q) Value of Journals Indexed in Databases: A report of the comparative position of a journal according to its impact within its academic category; defined as Q1: first quarter, Q2: second quarter.

CHAPTER 3 PRINCIPLES RELATED TO PROJECT TYPES

1. Research Start Support Project (RSSP): Projects aimed at supporting the research to be carried out by the faculty members who have been appointed as a doctoral faculty member in our university in the last year. Such projects are supported for a minimum of 12 months, a maximum of 24 months and a maximum of 40,000 TL (VAT included), including additional periods.

2. Independent Research Projects (IP): Personal or interdisciplinary projects that have been prepared by the faculty members of Istinye University or by the coordinators who have completed their doctorate degrees, their specializations in medicine or their proficiencies in art, or the projects that are formed with the participation of national and international institutions and organizations other than Istinye University. Their primary goal is to produce scientific results. To be granted SRP support, the project must have been rejected by TUBITAK twice with at least a C score in the previous one year and must not be submitted again. Such projects are supported for a minimum of 12 months, a maximum of 24 months and a maximum of 75,000 TL (VAT included), including additional periods.

3. Interdisciplinary Research Project (IRP): Research projects that will be prepared and carried out by faculty members from at least three departments or departments from different disciplines at Istinye University. A project coordinator is chosen in Interdisciplinary Research Projects. In this type of project, it is aimed to increase the number and quality of interdisciplinary collaborative studies by collaborating with researchers working in different disciplines within our university. In the Interdisciplinary Research Project, projects with high potential to obtain products/ideas/designs with high added value will be supported with priority. Such projects are supported for a maximum of 36 months, including additional periods, and up to a maximum of 300,000 TL (VAT included) (including scholarships to be given to students who will take part in the project).

4. Guided Projects (GP): Research or development projects whose final form is determined by SRP Commission and whose subject, scope, needs, budget and, if necessary, coordinator and research group are proposed by the Rectorate and/or the relevant academic unit managements, in accordance with the science policy and/or institutional needs of the country and/or Istinye University. Projects with a maximum duration of 24 months and a minimum budget of 100,000 TL (VAT included) and above are supported. However, with the proposal of the SRP Commission and the approval of the Rectorate and the Board of Trustees, the project budget can be increased or decreased. It is mandatory to apply for external project support during the execution of guided projects or within 1 year following their completion.

5. Graduate Thesis Project (GTP): Research projects carried out by faculty member thesis advisors with their advisees toward the completion of postgraduate theses. Separate supports are provided for doctoral thesis projects and master's thesis projects. With respect to Graduate Thesis Projects, if the project coordinator leaves the institution and/or the co-advisor is not a member of Istinye University, the project coordinator must propose his replacement to the SRP Commission and the replacement must be accepted before the project coordinator's departure. In this way, the graduate project quotas of the faculty members who are the project coordinators are calculated without including these projects. According to Istinye University's Graduate Education Regulation, when project work cannot be completed due to the termination of the relevant student's academic life, the SRP Commission can cancel the project at the request of the project coordinator. In such cases, the project coordinator must submit a statement in writing of the failure status of the student, which they will receive from the relevant Institute where the thesis work is done. In case the project is cancelled, the machinery, equipment and fixtures purchased within the scope of the project are delivered to the project coordinator or the head of the department/major science branch in which the study is carried out, depending on the decision of the SRP Commission, to be used in other research. The supervisor of the thesis project is the thesis advisor. In the event that the postgraduate education cannot be carried out or terminated for any reason, the project coordinator applies to the SRP Commission for the change of the project group or the cancellation of the project. Master thesis projects are supported up to a maximum of 45,000 TL (VAT included), and PhD thesis projects are supported up to a maximum of 65,000 TL (VAT included). Scholarships are not funded under these projects. It is mandatory to submit a student certificate during the application process.

6. Research Project with the Participation of Undergraduate Students (RPPUS): Research projects created for project teams in order to encourage the students enrolled in the formal education programs of the undergraduate level education units of our university to participate in research activities and to encourage them to do research. Application for this type of project is made by the project team consultant. In addition, in cases where 2209 TUBITAK student project support has been received and there is a need to improve the scope of the project, RPPUS application can be made by the project advisor. In order to apply for this type of project, the team that will apply must represent our university in a national or international organization during the project period. Students who will work as researchers in projects must have a minimum 2.00 grade point average at the project application stage. At least three undergraduate students must take part as researchers in this type of project. Such projects are supported for a minimum of 6 months and a maximum of 12 months, including additional periods. A research project with undergraduate student participation is supported up to a maximum of 40 000 TL (VAT included). Scholarships are not funded under this project.

7. Performance-based Research Project (PBRP): Performance support projects awarded to faculty members based on their academic performance scores, which are calculated according to the last five years of their academic performance. These projects are intended to increase the individual performance of faculty members and maintain the competitiveness of the University at the highest level. Such projects are supported for a maximum period of 12 months, including additional periods. Performance-based Research Project (PBRP) is supported up to a maximum of 40,000 TL (VAT included). In this type of project, support is given within the scope of the following principles.

- a) Academic incentive and performance directive principles are taken into account for the performance score. The performance score should cover 70% of R&D activities.
- b) The details of the scoring process are determined by the SRP commission.
- c) Support is provided to the faculty member with the highest academic performance score in each department in the faculties and in the relevant unit in the institutes.

CHAPTER 4 GENERAL PRINCIPLES

General Principles

1. The prerequisite for the evaluation of a project proposal submitted to the SRP is that it has not been supported by any institution before. Project proposal applications that include studies within the scope of a project previously supported by a university SRP Coordination Unit and/or another funder will not be evaluated.
2. Project evaluation includes an investigation of any disciplinary or other punitive action against the project applicant(s).
3. Full-time faculty members can apply for projects as project coordinators.
4. If required according to the scope of the project, an ethics committee certificate must be obtained at the time of application.
5. If required according to the scope of the project, legal consent must be obtained at the time of application.
6. The total budget of the project should meet total expenditure costs excluding Value Added Tax (VAT).
7. The expenditure items requested within the scope of the project should be listed in detail in the budget table of the project. Budget items must be in the amount needed and in line with the scope of the project.
8. Pro forma invoice for the machinery-equipment requested within the scope of the project must be submitted with the project application.
9. It is essential that services such as testing/analysis within the scope of the project are carried out primarily from our University. Justification and pro forma must be submitted for service procurements that must be made from outside the University.

10. The scholarship expenses of the trainees foreseen within the scope of the project (the limits set for the scholarship holders) include the gross amounts.
11. Procurement transactions within the scope of the projects are carried out by the SRP Coordination Unit. In order to start the purchasing process, the project manager must first create the purchase requests via EDMS.
12. Within the scope of the project, participation in national/international scientific events can be supported. In this case, the paper presented at the said scientific event must be produced from the studies within the scope of the project.
13. All scientific publications of projects supported by Istinye University's Scientific Research Projects Directive must clearly state the fact of SRP support along with the project number. Scientific publications that do not meet this condition are not considered as project output.
14. The project outputs determined according to the project types are acceptable to fulfill the project result report requirement.

Duration of Projects:

1. Scientific research projects are completed within 36 months, including additional periods. Upon the reasoned request of the project coordinators, an additional period of time may be granted for the projects with the decision of the SRP Commission, provided that the 36-month period is not exceeded. Additional time requests must be made at least 1 month before the end date specified in the contract.
2. The durations given for the Graduate Thesis Projects can be extended by the authorized units to cover the legal additional durations given for the theses. Financial support for graduate thesis projects is limited to the normal education durations determined in the relevant graduate education and training legislation. The financial support provided for thesis projects granted time extensions is continued for a maximum of 6 months only with either the approval of the thesis monitoring committee in doctoral thesis projects or at the request of the coordinator in master's thesis projects, and only with the SRP Committee's approval.

Number of Support Limits

The number of projects in which researchers can take part as project coordinator is as follows:

1. Researchers can work as administrators in more than one GTP at the same time.
2. Researchers cannot simultaneously undertake more than one project of the same type. GTP is out of this scope.
3. Researchers cannot carry out a GP and IP project at the same time.
4. Researchers can work as coordinators in more than one GTP at the same time.
5. Researchers with unfinished projects despite the expiry of their term cannot apply for new projects or participate in research in new projects without first successfully completing their existing unfinished projects.

Application Dates: Project applications are made by the SRP Commission continuously throughout the year or by adhering to the announced calendar, using the Istinye University VENUSTATS system, which is in use at <http://istinye.venustats.com/Giris.aspx>

Number of Projects to be Supported: The SRP Commission determines how many projects and which type will be supported in an application period or year, taking into account unit budgets and the priorities of the University. The SRP Commission may propose that the coordinators should start their projects in a later period in case there are budgetary issues, even if those projects are deemed appropriate to be supported as a result of the scientific evaluation.

Evaluation and Principles: The project proposals, which are evaluated, are sent to the experts. The experts, the number and qualifications of whom are determined by the SRP Commission by taking into account the project type, will evaluate the projects. It is preferred that at least one of the experts is from outside the institution. The SRP Commission decides whether or not to support the project

based on the evaluation reports, the academic performance of the project team, and the scientific publications and patents they have produced.

The SRP Commission may ask the project team to make oral presentations and/or organize a panel when it deems necessary.

The evaluation period of the projects sent to the experts by the SRP commission is no more than 15 days. The expert who does not complete his evaluation within this period is relieved of his evaluation duty without notification and no expert fee is paid to this expert.

The final evaluation result of the projects, for which all expert evaluations have been completed, is finalized within 15 calendar days of the completion of the expert evaluations and the project applicant is notified. Projects that do not require expert evaluation are decided within no more than 30 calendar days of the technical approval of the project and the project applicant is notified.

Project Contract: When a project is granted support, the project contract is signed by the project team and the top manager or the head of the SRP Commission to whom the top manager will transfer his or her authority in writing. Project coordinators are obliged to comply with all the issues specified in the contract. The date of signing of the contract is accepted as the start date of the projects. It is obligatory for the coordinators whose projects have been accepted to submit the documents determined according to the project type and announced to the SRP Coordination Unit. No expenditure is incurred by the SRP Coordination Unit for projects whose documents are not submitted. Projects that do not sign a project contract within 15 days after the approval of the projects without a legal excuse are cancelled.

Initiation of Projects, Interim Reports and Submission of Final Report: Projects approved for support begin as follows:

1. For a project to be started, the necessary documents must be uploaded through the VENUSTATS system and submitted to the SRP Coordination Unit.
2. The start date of the project is accepted as the date the contract is approved by the Rector.
3. Expenditure processes within the scope of the projects are carried out by the SRP Coordination Unit. In order to initiate any purchasing/spending process within the scope of the projects, the coordinators must first create a purchase request via EDMS.
4. The project coordinators are obliged to submit the interim reports containing the works and developments within the scope of the project to the SRP Coordination Unit, in accordance with the SRP Interim Report form, every six months from the date of the contract. There is no need to prepare an interim report in master's thesis projects. In the Ph.D. thesis project, the Thesis Monitoring Committee report from the Graduate Education Institute is submitted to the SRP Coordination Unit as an interim report every six months. Interim report evaluation of the Ph.D. thesis project is based on the Thesis Monitoring Committee report.
5. The project coordinator submits the Project Final Report, which includes the research results and prepared in accordance with the format determined by the SRP Commission, to the SRP Coordination Unit, within 3 months at the latest following the end date specified in the protocol. Graduate thesis project coordinators are required to submit the following two documents to the unit:
 - A document from the Graduate School of Education indicating that the thesis has been successfully completed.
 - Electronic copy of the thesis approved by the relevant units (replaces the result report).
6. If the project reports are not submitted in due time, the processes of all projects carried out by the project coordinators are suspended until the report is submitted, and the project coordinators cannot take part in new projects.

7. The issues regarding the sanctions to be applied to researchers who do not submit a report despite the warning or whose report is found insufficient (unsuccessful) are implemented by the SRP Commission according to the Istinye University Scientific Research Projects Directive.

Support Limits by Project Types: Support upper limits for 2022, including VAT, are as follows:

- Research Start Support Projects (RSSP): 40.000 TL (VAT included)
- Interdisciplinary Research Projects (IRP): 300.000 TL (VAT included)
- Guided Projects (GP): 100.000 TL and above (VAT included)
- Independent Research Projects (IP): 75.000 TL (VAT included)
- Research Projects with the Participation of Undergraduate Students (RPPUS): 40.000 TL (VAT included)
- Graduate Thesis Projects (GTP)
 - Master's Degree Thesis Projects: 45.000 TL (VAT included)
 - Ph.D. Thesis Projects: 65.000 TL (VAT included)
- Performance-based Research Projects (PBRP): 40.000 TL (VAT included)

Budget Implementation Principles: The budget amounts for scholarship and post-doctoral researcher payments approved by the SRP Commission during the evaluation of the projects cannot be transferred to other expenditures such as machinery and equipment, consumables, services, travel, etc. Similarly, the amounts approved by the SRP Commission for machinery-equipment, consumables, service procurement, etc. are not transferrable to travel, scholarship and post-doctoral researcher budgets.

All machinery and equipment purchased within the scope of SRP projects are included in the inventory of Istinye University upon the request of the Rectorate.

Additional Resource Limits to be Provided: If the justified request of the project coordinator is approved by the Commission, the amount of additional resources that can be provided for project types is limited to a maximum of 50% of the supported project budget, provided that it does not exceed the support upper limit.

Covering Test, Analysis and Service Expenses within the Scope of Projects: Tests, analysis and services that can be carried out at our university within the scope of projects must be met from the relevant units of our university. For tests, analyzes and services that can be carried out in the country, it is obligatory to meet primarily from domestic institutions and organizations. However, tests, analyzes or services that cannot be performed within the institution or in the country due to compulsory reasons must be explained and documented at the application stage. Such cases will be evaluated by the SRP Commission and the suitability of the requests will be decided by the Commission.

Covering Stationery Expenses Within the Scope of Projects: The amount of support that can be provided for printing, printed documents, printouts, photocopies, paper and other stationery expenses within the scope of the projects is limited to 1000 TL (VAT included). This limitation does not apply to expenses such as printed materials or photocopies to be obtained from archives, libraries, etc., which are within the scope of official institutions and organizations.

Covering the Expenses of Translation from a Foreign Language within the Scope of the Projects: The translations needed within the scope of the projects are expected to be made by the researchers in the project team. However, support can be provided for documents or works written in old languages, not widely used in academic literature, or with a written language that requires special training, if deemed appropriate by the Commission.

Covering the Expenses of Travel for Research and Participation in Scientific Activities within the Scope of Projects: Support can be provided in accordance with the following principles:

1. Domestic travel that is required to fulfill the research can be supported for up to 1 month in total per project team. Support is provided to a maximum of three people from the project team. A maximum of 5 people can be supported for the Research Project with the Participation of Undergraduate Students (RPPUS).
2. Congress participation support is not provided for Research Projects with the Participation of Undergraduate Students (RPPUS) and Graduate Thesis Projects (GTP).
3. Support is provided for only one person from the project team for an accepted paper.
4. In order for congress/symposium participation support to be given, one person from the project team must actually participate in the relevant event.
5. The relevant travel budget must be foreseen in the project application.
6. Scientific travel and congress/symposium participation expenses cannot exceed 5% of the project budget, provided that a total of 30,000 TL (VAT included) is not exceeded.
7. In order to use the support, the following is required:
 - a. In the decision of the Administrative Board regarding the travel assignment, all necessary issues such as the purpose of the travel, the date range, the destination, the expenses to be covered within the scope of the relevant project, the mode of transportation (bus, train, plane, etc.) should be clearly stated. It is not possible to pay any expenditure dated before the approval date of the Rectorate in accordance with the provisions of the legislation.
 - b. After the travel, the documents related to the travel, and if the study was carried out in a center, the participation and activity letter from the relevant center must be submitted to the SRP Coordination Unit within 15 days at the latest.
 - c. Decision of the Administrative Board of the Unit and Consent of the Rectorate
 - d. Acceptance letter stating that the presentation will be made orally
 - e. Documentation containing sufficient information to show that the relevant event was scanned in Web of Science or Scopus databases

Scholarship Support within the Scope of Projects: Scholarship support can be given in SRP projects under the following conditions:

1. Scholarship holders who will take part in the projects must be registered students in the undergraduate or graduate programs of our university. Students enrolled in graduate programs of other universities in disciplines that do not have a graduate program in our university can be accepted as scholarship holders in the project if the coordinator is the co-advisor.
2. TUBITAK's current scholarship upper limits are taken into account in the upper limits of support to be paid to scholarship holders within the scope of a project.
3. In the employment of post-doctoral researchers, the provisions of the Law numbered 7033 published in the Official Gazette dated 1 July 2017 in the 30111 issue and the additional article 34 added to the Higher Education Law numbered 2547 are applied. The current upper limit determined by CoHE is taken into account in determining the gross salary to be paid to postdoctoral researchers to be employed on a contract basis. The procedures and principles regarding the work of postdoctoral researchers are specified in the "Post-Doctoral Researcher Staff Service Agreement" communicated to Universities by CoHE.
4. Scholarship payments are made only to students within the normal education period.
5. The scholarship holder must reside in Turkey.
6. The scholarship holder must not be more than 40 years old.
7. The scholarship holder must not be employed.
8. Scholarship holders who will take part in the projects must not be TUBITAK domestic graduate scholarship program's scholarship holders in the same period.
9. Associate, undergraduate, graduate and doctoral students can only be a scholarship holder in one project in the same period.

10. No more than two scholarship holders can be assigned to a project. A new scholarship holder can be appointed under the same conditions instead of the old scholarship holder who had already left the project.
11. The number of appointed scholarship holders cannot be increased once the project begins.
12. No additional budget is given for scholarship payments within the scope of projects.
13. It is obligatory to notify the SRP Coordination Unit with a petition by the project coordinator, at the latest, 10 days before the scholarship status expires or the scholarship holder leaves the project before the time approved for any reason. If the scholarship holder is to leave the project at the same time, it is obligatory to request a Change in the Project Team over the VENUSTATS system simultaneously with the notification to be made to the Unit by the project coordinator. In addition to the paid legal deductions of the scholarship holder who left the project after the legal notice period expires; in line with the amendment to Article 4 of the Law 5838, and Article 102 of the SSI Law 5510, the Project Coordinator is responsible for the penal sanctioning to be applied if the insured quits and the SSI is not informed within 10 (ten) days.
14. In the event that the project the scholarship holder has been assigned is frozen for any reason, no scholarship payment will be made until the project is restarted. Where projects are canceled by the decision of the SRP Commission, the scholarship is considered to be terminated.
15. In accordance with Law 5510, employers are obliged to notify the "Social Security Institution" electronically of the sick leave of the staff who get a medical report and who are insured by SSI. In addition, within the scope of the relevant law, it is foreseen that an administrative fine will be applied if this notification is not sent on time. In order for our university not to face a penal situation, the project scholarship holder who receives a medical report from any health institution must record the relevant report on his payroll and report it to the SRP Coordination Unit on the day he or she receives the medical report. In this context, the responsibility for making the necessary notification belongs to the project coordinator.

Scholarship Holders Beginning Work: Master's and Ph.D. Theses

The documents to be submitted by the scholarship holder and the project coordinator are listed below.

- Scholarship holder request form (coordinator)
- Service contract (coordinator)
- SSI entry petition
- SSI information form
- Scholarship information form
- Copy of ID Card (Passport copy for foreign nationals)
- Residence permit (For foreign nationals)
- Certificate of residence
- Student certificate
- Medical report
- Military service deferment certificate
- Criminal record

Scholarship Holders Beginning Work: post-doctoral research

The documents to be submitted by the scholarship holder and the project coordinator are listed below.

- Post-doctoral researcher request form (coordinator)
- Petition to start to work (coordinator)
- Post-doctoral researcher staff service contract (coordinator)
- Post-doctoral researcher declaration and commitment form
- Petition to start to work
- SSI information form
- 4 passport photos

- Medical report
- Copy of ID Card (Passport copy for foreign nationals)
- Residence permit (For foreign nationals)
- Certificate of residence
- Military service deferment certificate
- Criminal record
- Copy of Diploma

Project Outputs and Publication Conditions

The following are required in the publication of project results:

1. As a result of the supported IRP projects, at least one product/artwork/design must be obtained, together with the result report, or two research articles within the scope of the WoS or Scopus index must be published in the Q1, Q2 or Q3 class journals during the project or within two years at the latest after its conclusion.
2. As a result of the supported GP and IP projects, one research article must be published in the Q1, Q2 or Q3 class journals within the scope of the WoS or Scopus index, during the project or no more than 12 months after its conclusion.
3. As a result of the supported PBRP projects, one research article must be published in the Q1, Q2 or Q3 class journals within the scope of the WoS or Scopus index, during the project or no more than 12 months after its conclusion.
4. For projects in the fields of art, design, etc., the following are also accepted as project outputs: publication or performance-based audio, video recording, scientific publication or building, environment, work, space, object design documented and applied within public or private law legal entities, and any project printouts or exhibitions registered by the Turkish Patent and Trademark Office. After the application to be made by the project coordinators providing sufficient proving document(s) to evaluate the scope and quality of the relevant activity, a separate publication condition is not sought for projects in the fields of Art, Design, etc. if the relevant activity is deemed valid by the SRP Commission
5. As a result of the supported master's thesis projects, 1 research article must be published in Q1, Q2 or Q3 journals within the scope of WoS or Scopus index, during or within one year after the project is completed.
6. As a result of supported doctoral thesis projects, 2 research articles must be published in Q1, Q2 or Q3 journals within the scope of WoS or Scopus index, during or within two years after the project is completed.
7. Even if it is stated that any publication is produced within the scope of more than one project, it can only be used to meet the publication condition of a single project.
8. In the evaluation of publications produced within the scope of the projects, if a publication is in a different quarterly group according to the journal's subject categories, the highest quarterly group is considered.