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| **ATILIM UNIVERSITY**  **PROJECT PROPOSAL FORM FOR THE RESEARCHER CAREER SUPPORT PROGRAM FOR ATILIM UNIVERSITY STUDENTS (ATAK)** | **ATILIM**  **UNIVERSITY** |

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| **Project Title:** | | | | | |
| **Proposed Support Amount (TL)** |  | **Proposed Project Period (Months)** |  | **Application Date** |  |
| **Department/ Center/ Laboratory of Research:** | | | | | |

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| **Role in the Project\*** | **Full Name** | **School** | **Department** | **Year** | **Signature** |
| **Project Executive Student** |  |  |  |  |  |
| **Team Member Student** |  |  |  |  |  |
| **Team Member Student** |  |  |  |  |  |

\* The Project Coordinator and Team Member students of the Project Team \* are required to meet the conditions presented in the principles and procedures of ATAK.

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| **Role in the Project\*\*** | **Academic Title** | **Full Name** | **ORCID** | **Signature** |
| **Project Advisor** |  |  |  |  |

\*\* The Project Advisor is required to meet the conditions presented in the principles and procedures of ATAK.

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|  | **Academic Title** | **Full Name** | **Signature** | **Date** |
| **Head of Department\*\*\*** |  |  |  |  |
| **Dean\*\*\*** |  |  |  |  |
| **Center Manager\*\*\*** |  |  |  |  |

\*\*\* These fields are to be completed by the Head of Department and the Dean/ Center Manager overseeing the Advisor.

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| **Has the project previously been supported under Internal Support Programs?** | **Yes  No** |
| **Is the ATAK Project Proposal a Dissertation Project?** | **Yes  No** |

**Details on Preparing ATAK Project Proposals**

ATAK project proposals are to be typed on A4 pages with the font size of 12, in Arial, with a margin of 2.5 cm on each side. Below given articles (1-8) must be written in maximum 15 pages. Please ensure that the documents and information requested below are presented in full. Project proposals that do not comply with the required format, and those lacking the necessary approvals and permits shall not be evaluated.

1. **Project Abstract**

Project abstract and keywords must be in Turkish and English. The Abstract must be limited to 300 words.

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| **Project Title:** |
| **ABSTRACT** |
| **Keywords:** |
|  |
| **Project Title:** |
| **ABSTRACT** |
| **Keywords:** |

1. **Subject Aim and Expected Results**

The aim of the study subject proposed, as well as the results expected, are to be provided clearly, and briefly.

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1. **Method**

The parameters selected to be examined in accordance with the design/ approaches (and with the purpose and scope) of the study must be listed. The method(s) to be used for the examination of parameters must be defined clearly. The method(s) must be linked to work packages.

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1. **Working Schedule**

The main steps of the work relating to the project, and the suggested timing for these steps must be provided in accordance with the project schedule and the information on the individuals responsible for each of the work packages, and the period of time that they are expected to take. The development and final report preparation stages, the stage where project results are shared, and the material procurement stage must not be listed as separate work packages.

**WORKING SCHEDULE (\*)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP No.** | **WP Name** | **Person(s) Responsible** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**(\*)** Lines may be removed or added as required.

1. **Order of Management**

The names and the percentages of contribution of each person (executive, students, advisor) to be involved in the project must be specified. The tasks of the project team must be defined.

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| **Full Name** | **Role in the Project** | **Percentage of Contribution (%)** |
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**\*** Lines may be removed or added as required.

1. **Budget and Justification**

The following budget items may be requested within the scope of projects. A detailed justification must be provided for each item of financial assistance request in this section. The technical specifications and invoices/ proforma invoices or letters of order of requested equipment must be attached.

1. Machinery and equipment costs related to the project are covered within determined limits.
2. Costs for consumables such as materials, tools, testing equipment etc. related to the project are covered.
3. Software expenses related to the project are covered.
4. The service procurement expenses required within the scope of the project are covered, if documented.
5. Transportation and travel expenses for the urban or extra-urban field studies within the scope of the project are covered within limits, if documented. Invitation, hospitality and organization expenses within the scope of the project are not covered.
6. Depending on budget availability, participation in events such as competitions, conferences, symposiums, and congresses may be covered within the scope of the project. To be eligible for such grants for event participation, no means of support must be received via university resources other than the program itself.
7. The project budget must be prepared taking into account the prices that include the VAT for domestic purchases. For foreign purchases, the FOB value (only in foreign currencies) must be specified.
8. All expenditure items must be distributed proportionally, not exceeding the project support limit, and should be included in the project budget.
9. Within the scope of the program, expenditures other than the items stipulated above are not to be supported in projects.

Please complete the following table for the budget items proposed, as per the details provided above.

1. **Proposed Budget (TL) (Please Provide Your Proposed Amounts)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Source of Funds** | **Machinery and Equipment** | **Consum-ables** | **Software** | **Service Procure-ment** | **Contest/**  **Conference Participation** | **Field Study** | **Total** |
| **Proposed ATAK Grant** |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

**7.1 Budget Items and Justifications**

The justifications of each requested item must be specified on the basis of the details of budget items.

**7.1.1 Machinery/ Equipment**

Requests for all kinds of permanent equipment, equipment parts, computers, system software are provided in this section, to be recorded in the inventory of Atılım University. For purchases not made through a Turkish representative, the purchase type must be marked “Foreign”, and prices including all expenses (customs, taxes, transportation) must be provided. For domestic purchases, the price including VAT must be provided. When calculating the TL equivalent of proforma invoices received in foreign currencies, the effective sales rates of the Central Bank of the Republic of Türkiye on the date of the invoice must be regarded as the basis, and this must be stated in the proposal.

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| --- | --- | --- | --- |
| **Machinery and Equipment Expenses\*** | | | |
| **Name/ Model** | **Reason for Utilization** | **Purchase Type** | **Price (TL)** |
|  |  | Domestic  Foreign |  |
|  |  | Domestic  Foreign |  |
| **Total** | | |  |

**\*** Lines may be added as required.

**7.1.2 Consumables**

The materials to be consumed after utilization, such as chemical substances, stationery supplies; as well as the experimental animals, experimental tools, small spare parts and devices to be disposed of after being used must be provided in this section, not to be recorded in the University inventory. For purchases not made through a Turkish representative, the purchase type must be marked “Foreign”, and prices including all expenses (customs, taxes, transportation) must be provided. For domestic purchases, the price including VAT must be provided. When calculating the TL equivalent of proforma invoices received in foreign currencies, the effective sales rates of the Central Bank of the Republic of Türkiye on the date of the invoice must be regarded as the basis, and this must be stated in the proposal.

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| **Consumable Expenses\*** | | | |
| **Name** | **Reason for Utilization** | **Purchase Type** | **Price (TL)** |
|  |  | Domestic  Foreign |  |
|  |  | Domestic  Foreign |  |
| **Total** | | |  |

**\*** Lines may be added as required.

**7.1.3 Software Expenses**

For purchases not made through a Turkish representative, the purchase type must be marked “Foreign”, and prices including all expenses (customs, taxes, transportation) must be provided. For domestic purchases, the price including VAT must be provided. When calculating the TL equivalent of proforma invoices received in foreign currencies, the effective sales rates of the Central Bank of the Republic of Türkiye on the date of the invoice must be regarded as the basis, and this must be stated in the proposal.

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| **Software Expenses\*** | | | |
| **Name** | **Reason for Utilization** | **Purchase Type** | **Price (TL)** |
|  |  | Domestic  Foreign |  |
|  |  | Domestic  Foreign |  |
| **Total** | | |  |

**\*** Lines may be added as required.

**7.1.4 Service Procurement**

The transactions that may be invoiced and procured for a certain sum of money such as shipping, maintenance and repairs of equipment, survey, all kinds of computer software licenses, printing, laboratory services, and consultancy must be provided in this section.

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| **Service Procurement\*** | | | |
| **Procured Service** | **Reason** | **Provider** | **Price (TL)** |
|  |  |  |  |
|  |  |  |  |
| **Total** | | |  |

**\*** Lines may be added as required.

**7.1.5 Field Study**

The activities to be performed for the purposes of the project, and local travels planned for research purposes such as data collection, on-site examination, and field studies must be provided in this section.

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| **Field Study Plan\*** | | | | |
| **Number of Travels** | **Reason for Travelling** | **Sample/ Data Collection Sites\*\***  **(To-From information should be provided)** | **Total Distance (Km)** | **Price (TL)\*\*\*** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | | | |  |

**\*** Lines may be added as required.

**\*\*** In case of travels to the same region at different times, information for each trip is to be provided separately on successive lines.

**\*\*\*** For each 100 km of travels by private/ official vehicles, 6 liters of unleaded gasoline are covered.

**7.1.6 Contest/ Conference/ Congress Participation**

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| **Contest/ Conference/ Congress Participation\*** | | | |
| **Conference/ congress Name** | **Reason** | **Participants** | **Price (TL)** |
|  |  |  |  |
|  |  |  |  |
| **Total** | | |  |

**\*** Lines may be added as required.

1. **Expenditure Items and Schedule**

The details of the items in the overall budget and the expenditure schedule must be prepared to constitute the basis for purchases and expenditures, and submitted with the application form. The “**Expenditure Items and Schedule”** table is available in the Forms page of ARGEDA in Excel format.

**ANNEXES**

1. Transcript
2. Proforma Invoices
3. Ethics Committee Certificate– An application form must be drafted and attached for the research requiring the permission of the ethics committee.
4. Project Application Checklist