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| **ATILIM UNIVERSITY**  **UNDERGRADUATE RESEARCH PROJECTS PROGRAM (LAP)**  **PROJECT PROPOSAL FORM** | **ATILIM**  **UNIVERSITY** |

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| --- | --- | --- | --- | --- | --- |
| **Project Title:** | | | | | |
| **Proposed Support Amount (TL)** |  | **Proposed Project Period (Months)** |  | **Application Date** |  |
| **Department/ Center/ Laboratory of Research:** | | | | | |
| **Is the LAP Project Proposal a Dissertation Project?  Yes  No** | | | | | |

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| **Duty in the Project** | **Academic Title** | **Full Name** | **ORCID** | **Signature** |
| **Project Executive \*** |  |  |  |  |
| **Researcher \*,\*\*** |  |  |  |  |
| **Advisor\*,\*\*** |  |  |  |  |
| **Industry Advisor \*\*** |  |  |  |  |

\* The Project Executive, Researcher, and Advisors in the Project Team are required to meet the conditions presented in the principles and procedures for the LAP program.

\*\* Please add rows as required for multiple researchers and advisors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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 Project Executive.

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| Any LAP grants received previously? | **Yes  No** |
| Please specify the activity planned within the scope of the LAP program. | Oral presentation by students or poster exhibitions at conferences within the University, or outside,  Application by the students in the LAP project team to TÜBİTAK BİDEB (2209-A and 2209-B etc.) support programs, with the approval of the project manager,  Article publication on the topic,  Application to national and/ or international contests relevant to the field of study and category of the project within the relevant academic year. |

**\*** Please document accordingly if the items above are the case.

**Details on Preparing LAP Project Proposals**

LAP 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. For Articles 1 to 10 that follow, the maximum page number allocation is 15. 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. The history and/or place of the subject in the literature must be indicated in the summary briefly and eigen value and expected result of the project must be highlighted.

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

1. **Subject Aim and Expected Results**

The aim of the study subject, 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 result report preparation stages, the stage where project results are shared, the article writing stage, and the material procurement stage must not be listed as separate work packages.

**WORKING SCHEDULE (\*)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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. **Management Order**

The names and the percentages of contribution of each person (executive, researcher, scholar and 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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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 the limits of the application principles of LAP projects, if documented.
6. Invitation, accommodation, and organization expenses within the scope of the project are not covered.
7. Participation expenses for events such as conferences, symposiums, or congresses, and travel expenses within the scope of the project are not covered.
8. The scholarship payments to be made to associate and undergraduate degree students participating in projects as scholars may not exceed the determined upper limit. Scholarship student payments should be included in the total budgets for projects. Within the scope of projects, a maximum of four students may take part as scholars.
9. 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.
10. All expenditure items must be distributed proportionally, not exceeding the project support limit, and should be included in the project budget.
11. Within the scope of the LAP program, expenditures other than the items stipulated above are not supported in the 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)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Source of Funds** | **Machinery and Equipment** | **Consum-ables** | **Soft-ware** | **Service Procure-ment** | **Field Study** | **Scholar** | **Total** |
| **Proposed LAP Grant** |  |  |  |  |  |  |  |
| **Contribution of Funding Organization (if available)** |  |  |  |  |  |  |  |
| **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 and 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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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. Consultancy means the researcher or expert who is not a member of Atılım University but advises in one of the subjects requiring specialty, where necessary. The subjects requiring specialty must be indicated in the project proposal with justifications. The Consultancy Service to be procured must be documentable.

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| **Service Procurement\*** | | | |
| **Procured Service** | **Reason** | **Provider** | **Price (TL)** |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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. Scholar Student**

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| **Scholar Payments \*** | | |
| **The number of requested students who have completed minimum two semesters** | **Scholarship Amount** | **Total (TL)** |
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|  |  |  |
| **TOTAL** | |  |

\* The Scholar students in the Project Team are required to meet the conditions presented in the principles and procedures for the LAP program.

**8. 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.

**9. Letter of Intention from an External Institution**

For LAP project applications for with industry-backed projects to be supported by external institutions, the external institutions in question are required to present a Letter of Intention on their intention to work in collaboration with Atılım University within the scope of the project.

**10. Declaration of Joint Ownership of the Project Proposal**

All right holders, and all members of the project team who are named in the project proposal without holding any rights are required to sign the Ownership Rights Declaration Form. \*,\*\*

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| --- | --- | --- | --- | --- |
| **Full Name \*\*\*** | **Role in the Project** | **Ownership Status** | **Date** | **Signature** |
|  |  | Yes  No |  |  |
|  |  | Yes  No |  |  |
|  |  | Yes  No |  |  |

\* If there are any scholar or volunteer students named in the project proposal, their names must be added to the Declaration of Joint Ownership on the Project Proposal form. The names of scholar or volunteer students who are not named in the project proposal do not need to be added to the form.

\*\* Scholars and volunteer students taking part in project teams shall provide a written statement that they may not use the project idea(s) without the written consent of their Project Executives, in line with the principles and procedures of the LAP program.

\*\*\* Please add rows as required for multiple researchers and advisors.

**ANNEXES**

1. Resumé and Publication List – The resumés of executives, researchers and advisors (not longer than 5 pages) must be attached.
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. (If any) Letter of Intention from an External Institution

**5**. Project Application Checklist