FREQUENTLY ASKED QUESTIONS

Question: How does the electronic signature process of the senior manager required for our TÜBİTAK (The Scientific and Technological Research Council of Türkiye) / TÜSEB (Health Institutes of Türkiye) project proceed?

Answer: The senior manager signature process in projects is completed by the Vice Rector's Office, and reminders regarding this issue are made by us to the Vice Rector's Office secretariat. It is important not to leave the final signature process to the last day, and project coordinators are expected to complete their procedures earlier.

Question: What is the ink signature process required for our TÜBİTAK/TÜSEB Project and how long does it take to complete this process?

Answer: After the document to be signed is sent to us by e-mail, it is submitted to the Vice Rector for signature after the Central Director initials it. Following the signature, the relevant person is informed by e-mail and the document is delivered. This process is completed within 1 or 2 business days.

Question: How can I get support in TÜBİTAK/TÜSEB project writing processes?

Answer: Although technical support is not provided for your project topic during the writing process, the format of your project will be reviewed within 5 working days after its completion, and you will be informed accordingly.

Question: Who makes purchases (laboratory equipment, consumables, etc.) in TÜBİTAK projects?

Answer: Purchases are made by the project coordinators. The procedures to be performed during the procurement phase are available on our TTM web page. If necessary, information can be obtained from the responsible personnel in the projects section.

Question: What is the invoice information required during the procurement phase of TÜBİTAK projects? Who should contact the company?

Answer: Our institutional invoice information is available in the forms section of the TTM web page and purchases are made by the project coordinators.

Question: Who cancels incorrect invoices or incorrectly issued invoices for the purchases made by the coordinator in relation to the purchases to be made within the scope of the project?

Answer: Since the purchases are made by the coordinator, the responsibility of the invoices to be canceled belongs to the coordinators.

Question: In my project funded by an external source (TÜBİTAK, TÜSEB, İSTKA), there is a high cost device purchase or service procurement. What should I do?

Answer: Since this process must be carried out by tender in accordance with the legal legislation, the purchasing process cannot be carried out by the project coordinator. The project coordinator is informed about this issue. The procurement process starts with the request and the justification of the purchase (signed justification text to be written by the executive faculty member or the faculty member who will use the device in the project within the knowledge of the executive faculty member). Purchasing work, budget approval and the tender information entered into EKAP (Electronic Public Procurement Platform) are finalized with the tender decision issued as a result. Tender processes are carried out taking into account the legal deadlines and are eventually contracted; in the last stage, procurement transactions are carried out. In accordance with the legislation, there are waiting periods during tender procedures, and if the waiting periods are not respected, the tender is canceled. It is important that our faculty members are in contact with the personnel responsible for tender procedures in this process.

Question: How do I prepare the certificate of entitlement in my TÜBİTAK and TÜSEB project?

Answer: The ownership rates in projects are as follows unless a different request is specified by the supporting institution:

- Istanbul University Rectorate 30 %
- Project coordinator and other researchers 70%

The project coordinator and other researchers determine the entitlement rates by mutual agreement. The document is submitted to the TTM following its completion. After the manager's initials, it is sent for the signature of the senior manager. When the signed document is ready, you will be informed and you can pick it up from the TTM. These processes are finalized within 1 or 2 business days.

Question: When is the project budget transferred to the projects that are entitled to be supported by TÜSEB?

Answer: Following the acceptance letter sent by TÜSEB, a project account is opened through our University and account information is shared with the project coordinator. Following the control and approval of the project account information by TÜSEB, the necessary process is initiated with the signing of the project contract between the coordinator and TÜSEB. Following the completion of the signatures, TÜSEB is expected to complete the necessary process for the transfer.

Question: Does TÜSEB transfer the project budget in one lump sum for projects that qualify for support?

Answer: If the project is for a single period, the budget transfer is made at once. If the project period is more than one, the transfer is made following the submission of the interim financial report after each period and approval by TÜSEB.

Question: How is the expenditure process in projects that are entitled to be supported by TÜSEB? If the expenditure amount does not exceed the total budget but there is not enough funds in the relevant expenditure item, what should be the procedure?

Answer: The workflow text on our web page can be followed for the expenditure process in projects entitled to be supported by TÜSEB. Even if the project budget is sufficient, if the "relevant expenditure amount" exceeds the appropriation in the "expenditure item", TÜSEB will request a refund of the excess amount. In this case, it is necessary to request a section transfer from another expenditure item (if possible) before the expenditure and continue the expenditure process after the approval of the Institution.

Question: If the project entitled to be supported by TÜSEB cannot be completed within the period specified in the contract, how is the request for additional time made?

Answer: In TÜSEB projects, the request for additional time must be made directly to the supporting Institution before the end date of the project.

Question: Who should be the expenditure authority and the realization officer in the projects that are entitled to be supported by TÜBİTAK/TÜSEB?

Answer:

Expenditure Authority;

In the projects entitled to be supported, if the project coordinator is a permanent faculty member / lecturer of our University, the project coordinator must be the expenditure authority.

In the projects entitled to be supported, if the project coordinator is not a permanent staff of our University (contracted personnel, etc.), the expenditure authority should be the permanent staff of our University to be appointed by the project coordinator.

In the projects entitled to be supported, if the project coordinator is an undergraduate / graduate student of our University, the expenditure authority must be the thesis advisor of the relevant student, who is a permanent faculty member at our University.

Realization Officer;

In the projects entitled to be supported, the realization officer must be a permanent staff member of our University.

Question: What are the documents required to start the scholarship process and SSI procedures and how does the process work?

Answer: The required documents are as follows:

- Registration form (available on our web page)
- Information form (available on our web page)
- Student certificate (except post-doctoral, can be obtained via e-Government)
- SSI - SPAS document (can be obtained via e-Government)
- SSI - Insurance Registration and Service Record Detection - service scheme (can be obtained via e-Government)
- Photocopy of identity card

If the requested documents are submitted to TTM, insurance registration is made within 2 business days.

Question: Who handles the financial transactions (declaration and insurance procedures) related to scholarships?

Answer: Declaration and insurance procedures are carried out by TTM. There is no action to be taken by researchers or scholarship holders in this regard.

Question: Is there an upper limit for scholarships to be awarded to graduate students, doctoral students or postdoctoral researchers in project applications?

Answer: The amount of scholarships to be awarded to scholars is available on the TÜBİTAK page and there is an upper limit. The increase to the upper limit is made based on the signed petition received by your advisor faculty member and the scholarship fee cannot be given above the upper limit.

Question: Does getting an insured job or working part-time while working as a scholarship holder have any effect on the scholarship?

Answer: As shown in the current scholarship table published with TÜBİTAK Principles and Procedures, undergraduate or postdoctoral fellows cannot work in an insured job. The scholarship will be withheld and the scholarship fee received in the month of employment will be refunded. If master's and doctoral scholars work in an insured job, they can receive the "working scholar" fee specified in the TÜBİTAK scholarship fee table.

Question: Does the fact that the scholarship recipient is a "civil servant" prevent him/her from receiving a scholarship? Can he/she receive payments from TÜSEB as a temporary worker?

Answer: Within the scope of the Civil Servants Law No. 657, it is clearly stated that civil servants cannot do additional work, and therefore, payments cannot be made for scholarship holders as temporary workers.

Question: When will the scholarship payment be in my account?

Answer: Payments are made between the 1st and 10th of each month.

Question: Is it possible to register a scholar before the project TTS (Transfer Tracking System) is opened?

Answer: Scholarship holder SSI registration cannot be made for projects that are not active in the TTS system.

Question: What is the process for purchasing a high budget device in a research project?

Answer: If there is a high-budget device or service purchase in the project; this process is carried out according to the provisions of the relevant legislation. Information on this issue should be obtained from the TTM responsible staff.

Question: Where and how to apply for a project? How can I get support from TTM in this regard?

Answer: You can access the system used for TÜBİTAK - ARDEB projects via the link https://ardeb-pbs.tubitak.gov.tr. After the login is completed, you can start the application process by selecting the type of project you want to apply for. Support can be requested by forwarding the questions you encounter through the Project Application System to TTM project experts or by requesting a meeting.

Question: Does our university have a regulation/directive on intellectual and industrial property rights (IPR)?

Answer: "Directive on Intellectual and Industrial Property Rights, Policy and Principles of Commercialization of Technology and Knowledge" entered into force as of 2023. IPR processes at Istanbul University are carried out according to this directive.

Question: An application has been made to TÜRKPATENT regarding the invention. How does the process proceed when the invention is requested to be included in the European/PCT application?

Answer: National patent applications filed in Turkey can be prioritized and European/PCT applications can be filed within one year. If requests are submitted within one year following the application, the request is evaluated by the FSMH Evaluation Board and the application decision is made.

Question: What is the inventor's right to ownership on the invention when the invention notification form is filled out regarding the invention that emerged during my studies at the university?

Answer: In the applications made under the right ownership of Istanbul University, 30% right ownership of the invention belongs to the university in accordance with the rights sharing agreement signed between the university and the inventor. 70% right ownership belongs to the inventors. On the invention notification form (IFS), the total of the inventors' right ownership rates should be determined as 100%.

Question: How long does it take to register an invention when an application is made to the Turkish Patent and Trademark Office (TÜRKPATENT)?

Answer: Invention Registration is realized as a result of the verification of the invention criteria by the Turkish Patent and Trademark Office at all stages of formal examination, research report and examination report. Although this process varies according to the

objection and opposition periods, it takes from 1 year to approximately 5 years. However, it should not be forgotten that the protection starts as soon as the application is filed.