

IBN HALDUN UNIVERSITY
SCIENTIFIC RESEARCH PROJECTS
2024-2025 FALL SEMESTER APPLICATION GUIDE*

APPLICATION PROCESS

1. Who Can Apply/Become a Project Coordinator for the BAP Program?

Lecturers and researchers who have completed their doctorate, proficiency in art or equivalent specialisation education, who are working as permanent staff at Ibn Haldun University, can apply for a project in the context of developing the academic research infrastructure of the University. Students who continue their education in undergraduate, graduate, and doctoral programmes at our university can apply for a project with a faculty member advisor.

In Scientific Support Projects, the executive director and in Thesis Support Projects, the student's thesis advisor makes a project application through the system.

2. Is it possible to apply for multiple BAP projects with the same coordinator?

The project coordinator can receive one BAP project support at the same time. In order for project coordinators to apply for a new project after the successful completion of their projects, the project results have to be compiled in a publication and the support received have to be stated in this publication. Within the scope of thesis projects, a faculty member can take part in a maximum of 3 thesis support projects. In addition, for IHU Youth Support projects, the same counsellor can apply for a maximum of 3 projects.

A project coordinator can take part as a researcher in a maximum of 2 BAP projects.

3. When are BAP, Thesis Support, IHU Youth Support calls made?

The BAP Coordination Office publishes official calls twice a year during the academic year, 'Spring and Fall Semesters'. However, the application system (<https://bap.ihu.edu.tr/login?ReturnUrl=%2>) is open throughout the year and it is possible to start the application process before the call.

4. What types of support does BAP cover?

Scientific Research Projects include supporting project proposals in 3 different areas: scientific support, thesis support and youth support projects:

Scientific Support: These projects involve our faculty members' personal or interdisciplinary scientific research and development activities.

Thesis Support: It is a thesis project covering master's and doctoral theses and carried out under the supervision of a faculty member.

IHU Youth Support: These projects include research and development activities for undergraduate and graduate students to adopt the project culture.

5. Which project topics can be applied for?

Within the framework of project applications, unless otherwise stated in the call text, there is no restriction on this, except for a call for a particular scientific field/subject.

6. How and where to apply for BAP, Thesis Support, IHU Youth Support?

Project applications are received online through the application system (<https://bap.ihu.edu.tr>). In addition, there is no physical document delivery.

Applicants can log in to the automation system with their corporate e-mail address and password and submit their applications in Turkish or English.

7. What is an Ethics Committee Decision and when is it needed?

If data collection from human and live subjects (interview, interview, survey, etc.) is in question within the scope of the project, an ethics committee decision is required before the start of the project activities. The application and decision processes related to this decision are carried out by the Scientific Research and Publication Ethics Committee of our University. The Ethics Committee Decision is requested at the contract signing stage for accepted projects.

8. How does the BAP application process work?

The application form must be completed online by the applicant by logging in to the system with the email address and password and sent together with its attachments. Once the application process has been completed, the application form is subjected to a preliminary assessment by the BAP specialist and coordinator according to the eligibility criteria (way of filling in the form, budget, work plan, etc.). As a result of the pre-screening process, eligible applications are sent through the system to the reviewers for their opinion. If, as a result of the pre-check, the application needs to be revised, the project coordinator will be informed by e-mail.

All applications that meet the full application criteria are sent to the Commission via the system and evaluated at the BAP Commission meeting. If deemed necessary, project applicants may be requested to make a 10-minute presentation using the presentation format on the Portal system to be presented at the Commission meeting. If a presentation is requested, the presentation will also be considered as one of the acceptance criteria of the application.

For the projects, whose applications are approved, the contract preparation and signing phase is started. The project comes into force on the day of signing by the parties.

9. Does the BAP Commission convene immediately when the project application is made?

The Commission convenes on the date determined by the Chairman of the Commission after the completion of the call periods.

EXECUTION PROCESS

10. How does the BAP execution process work?

After the contract is signed by the Ibn Haldun University BAP Commission Chairman and Project Coordinator/Consultant, the BAP Coordinator provides the necessary information to the Administrative and Financial Affairs Department. The operation of the project according to the schedule and the management of the administrative-financial processes are the responsibility of the project coordinator. For the financial affairs and transactions within the scope of the project, the executive must carry out the process in coordination with the BAP unit.

11. When will the progress report be presented during project execution?

The project progress report is sent to the BAP Coordinator via e-mail every six months. The BAP Progress Report Form is available on <https://portal.ihu.edu.tr> in Turkish and English.

If the interim report is not submitted within two months without any excuse, the project may be canceled in accordance with the provisions of the relevant legislation.

12. To whom are project extensions, temporary suspensions, cancellations, additional budgets, team change requests notified?

Within the scope of the projects that are still being implemented, a petition should be prepared regarding any request that may arise during the execution process. An application should be made to the BAP Coordinator by preparing the request and justifying the request appropriately within the framework of the petition.

13. When will the project's final report be submitted?

The project coordinator submits the Project Result Report, which includes the research results and is prepared in accordance with the format determined by the BAP Commission, within 3 months following the end date specified in the protocol. It is obliged to submit it to the BAP Coordination Office. In addition to the final report, publication applications and publications made within the scope of the project are also sent to the BAP Coordinator as an e-mail attachment.

Within the scope of thesis projects, the project coordinator must submit the document obtained from the relevant institute indicating that the thesis has been successfully completed, and the petition and its annexes regarding the completion of the thesis studies to the BAP Coordinator within one month following the thesis approval date.

If the final report of the expired projects is not submitted within 3 (three) months following the end date , the project coordinator cannot apply to the BAP for 2 (two) years.

GENERAL QUESTIONS

14. How long can the project be?

Research projects are completed within a maximum of 3 years (36 months). Projects within the scope of the IHU Youth Support Program are completed within 12 (twelve) months.

In case of a request for an extension of time by the project coordinator, force majeure must be submitted for the request. Upon the reasoned request of the project coordinators, an additional period of up to 12 (twelve) months may be granted for the projects with the decision of the BAP Commission. Additional time requests must be made to the BAP Coordinator at least 1 (one) month before the end date specified in the protocol.

15. Can a researcher or student from a different institution be included in the project team?

The researcher who will take part in the project does not have to be a member of our University. Scholars who will take part in the project must be students in graduate programs at our University.

16. Is it possible to establish a partnership within the scope of the project or can it be requested to find a partner from the BAP Coordinatorship?

Within the scope of Scientific Research Projects, partnerships with job descriptions and functions can be established or partnership can be requested. The suitability of the partner is evaluated at the BAP Commission.

17. Is there a BAP minimum and maximum budget limit?

Budget limits are announced by the Commission every year after a decision is taken in coordination with the relevant units of our University.

Maximum budget limits for 2024:

BAP Projects: 140.000 TL

Thesis Support Projects: 40.000 TL

IHU Youth Support Projects: 5.000 TL

18. How much of the project implementation budget can be requested?

Within the framework of the project applications to be made, the project coordinator can request 100% of the budget specified in the application form. The budget request must be justified in relation to the work packages and activities of the project. Budget suitability is evaluated at the BAP Commission.

19. How are the payments of project coordinators, researchers and scholars determined?

The amount of payments and scholarships requested within the scope of the project is determined by the BAP commission, taking into account the budget allocated that year and the nature of the work.

Maximum payment limits for the spring semester of 2024:

Project Coordinator: 1.500 TL (Gross)

Researcher: 1.500 TL (Gross)

Scholarship: 1.500 TL (Gross)

Researchers and scholars outside our University cannot be paid.

Scholars must not be scholars in another project.

If the project coordinator, researcher, or scholar is involved in two or more projects, a maximum of 2.500 TL is paid.

Payments of the executive and researchers are made every 6 months after the submission and control of the interim reports.

20. How can the budget be used within the scope of the project? Can equipment or consumables be requested?

The following items can be budgeted for the work and operations to be carried out as part of the project Purchase of services (software), purchase of machinery-equipment, purchase of consumables, travel.

It is important to obtain the opinion of the PMO-BAP office before using these budgets. The misappropriation of machinery and equipment purchases is the responsibility of the project coordinator. Equipment purchased for the project is recorded in the University's inventory. Figures for purchases of equipment, consumables, etc. should be supported by examples from online sales sites, etc.

21. Is it possible to request domestic or international travel within the scope of the project?

If necessary, a budget may be requested for domestic or international travel for project field/field research. The necessity and budget appropriateness of travel will be assessed by the BAP Commission.

For payment of travel expenses, it is mandatory to obtain a review by the BAP office, a decision by the relevant Board of Directors and approval by the Rector's Office in accordance with the relevant legislation prior to travel. In order for payment to be made, the approval of the Rectorate and the decision of the relevant Board of Directors must be sent to the BAP Coordination Office as required. When travelling, daily subsistence and accommodation expenses other than travel expenses are paid on the basis of the "Principles for the payment of allowances to academic and administrative staff at home and abroad".

**BAP Coordination Office and Project Support Office provide support and consultancy in all application and execution processes. When necessary, the Coordination Office may request information about the project process from the project coordinators, follow the expenditure procedures, and request documents and expenditure forms.*

For all the above-mentioned issues, the explanations and provisions of the relevant legislation, the Regulation on Scientific Research Projects of Higher Education Institutions and the Ibn Haldun University BAP Directive (<https://portal.ihu.edu.tr/>) are considered as basis.