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|  | **Eastern Mediterranean University**  **Type C (BAP-C) Scientific Research Project Application Form** |
| 1. This form should be completed in electronic format and submitted to the relevant faculty or school directorate by the Project Manager wishing to benefit from the Scientific Research Budget Fund within the framework of “Eastern Mediterranean University Scientific Research Budget Application Principles”. 2. For the application to be processed, all specified forms on the second page should be filled in completely with the required information. 3. A print-out of this application form and the relevant attachments as well as their electronic versions (etc. CD) should also be submitted. | |

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| **1. INFORMATION ON THE PROJECT** | | | | | | |
| Faculty/School | Please choose Faculty/School | | | | | |
| Project Title | Please provide the project title in this section | | | | | |
| Applied in | Academic Year | 20   - 20   . | | Term | Fall | Spring |
| Duration of the Research Project | months | Start date | Please choose a date | End date | Please choose a date | |
| Required Budget (TL) | Please provide information on the project budget in this section | | | | | |

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| **2. PROJECT STAFF** | | | | | | |
| **Project Manager Academic Staff Member** | | | | | | |
| Title, Name, Surname | Please provide the title, name and surname of the project manager in this section | | | | | |
| Faculty/School | Please choose Faculty/School | | | Department | Write the department’s name here | |
| E-mail | Please provide an e-mail address here | | | Telephone | Please provide a telephone number here | |
| Signature |  | | | Date | Please choose a date | |
|  | | | | | | |
| 1. Name Surname | Please provide the postgraduate student’s name and surname here | | | | | |
| Faculty/School | Please choose Faculty/School | | Department | | Write the department’s name here | |
| E-mail | Please provide an e-mail address here | | Telephone | | Please provide a telephone number here | |
| Signature |  | | Date | | Please choose a date | |
| Program Type | Postgraduate (non-thesis) | Postgraduate (Thesis) | | | | PhD |
| 2. Title, Name, Surname | Please provide the title, name and surname of the co-supervisor, if any. | | | | | |
| Faculty/School | Please choose Faculty/School | | Department | | Write the department’s name here | |
| E-mail | Please provide an e-mail address here | | Telephone | | Please provide a telephone number here | |
| Signature |  | | Date | | Please choose a date | |

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| **3. APPROVAL OF THE DEAN’S OFFICE / DIRECTORATE** | | | | | | |
| Project Submission Date |  | | | | | |
| Project Registration No.\* | PDGC- | | \*PDGC-FK-YY-SSSS, FK:Faculty Code, YY: Year, SSSS: No.  ör. PDGC-03-16-0001 | | | |
| The application has been found suitable for evaluation. | | | | | | |
| The application has not been found suitable for evaluation. | | | | | | |
| Additional Information: | | | | | | |
| Dean / Director |  | Signature | |  | Date |  |

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| **4. GENERAL INFORMATION** |
| **4.1 SUMMARY** |
| Please provide a summary of the project in this section. |
| **4.2 KEY WORDS** |
| Please write the key words in this section. |
| **4.3 AIM OF THE PROJECT** |
| Please provide the aim of the project in this section. |
| **4.4 SIGNIFICANCE OF THE PROJECT** |
| Please explain the significance of the project in this section. |
| **4.5 EXPECTED OUTCOMES** |
| Please provide the expected outcomes of the project in this section. |
| **4.6 MATERIAL AND METHODOLOGY** |
| Please give information on the material and methodology to be employed in this section. |
| **4.7 RESEARCH POSSIBILITIES** |
| Please provide information on the research possibilities in this section. |
| **4.8 LOCAL AND INTERNATIONAL WORK / REVIEW OF THE LITERATURE** |
| Please provide information on the work relevant to the project in this section. |
| **4.9 LIST OF SOURCES/REFERENCES** |
| Please provide a list of sources/references in this section. |
| **4.10 TITLE OF THE PROJECT IN TURKISH** |
| Please provide the title of the project in Turkish in this section. |
| **4.11 FORMER PROJECTS OF THE PROJECT TEAM** |
| Please provide former projects of the project team in this section. |
| **4.12 LIST OF OTHER RESOURCES DEMANDED OR TO BE DEMANDED BY THE PROJECT TEAM (IF ANY)** |
| List of other resources (if any) for which the project team has demanded or will demand support funds. |
| **4.13 ACTION PLAN** |
| Please provide the action plan for the project in this section. The work schedule in Section 5 should also be completed. |
| **4.14 PLAN B** |
| In the event of encountering unseen developments hindering the smooth running of the project as scheduled, please provide information on the procedure to be applied for the successful completion of the project. |

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| **5. WORK SCHEDULE** Main work packages taking place within the project and proposed time frame should be provided as work-time schedule. | | | | | | | | | | | | | |
| **TIME** | | **MONTHS** | | | | | | | | | | | |
| **Definition of Work Packages** | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **6. INFORMATION ON THE BUDGETARY EXPENSES AND RELEVANT JUSTIFICATION** |
| **6.1 Purchase of Goods and Materials (Consumables)** |
| Please specify in this section. |
| **6.2 Allowances/Travel (Domestic- International)** |
| Please specify in this section. |
| **6.3 Purchase of Services** |
| Please specify in this section. |

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| **7. INFORMATION ON THE POSTGRADUATE STUDENT’S THESIS/PROJECT** | | |
| **7.1 STUDENT’S REGISTRATION DATE AND TERM** | | |
| Please specify in this section. | | |
| **7.2 STUDENT’S REGISTERED PROGRAM TYPE** | | |
| **POSTGRADUATE (NON-THESIS)** | **POSTGRADUATE (THESIS)** | **PhD** |
| **7.3 TITLE OF THESIS/PROJECT** | | |
| Please provide title of the thesis or project in this section. | | |
| **7.4 SUMMARY OF THE THESIS/PROJECT** | | |
| Please provide a summary of the thesis/project in this section. | | |
| **7.5 WHAT EXTENT DOES THE TOPIC OF THE THESIS/PROJECT OVERLAP WITH THE PROJECT?** | | |
| Please specify the percentage, e.g. 60% | | |

**8. DETAILED BUDGETARY EXPENDITURES (TL) (Pro forma invoice should be attached. The VAT inclusive amount/ estimated value should be specified.)**

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| **8.1. PURCHASE OF GOODS AND MATERIALS (CONSUMABLES)** | | | | | |
| No | Subject /Specification / Name | Amount | Unit of scale | Unit price | Cost |
| **1.** |  |  |  | TL | TL |
| **2.** |  |  |  | TL | TL |
| **3.** |  |  |  | TL | TL |
| **4.** |  |  |  | TL | TL |
| **5.** |  |  |  | TL | TL |
| **6.** |  |  |  | TL | TL |
| **7.** |  |  |  | TL | TL |
| **8.** |  |  |  | TL | TL |
| **9.** |  |  |  | TL | TL |
|  | | **Total :** | | | TL |

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| **8.2. ALLOWANCES/TRAVEL (DOMESTIC- INTERNATIONAL)** | | | | | |
| No | Subject /Specification / Name | Amount | Unit of scale | Unit price | Cost |
| **1.** |  |  |  | TL | TL |
| **2.** |  |  |  | TL | TL |
| **3.** |  |  |  | TL | TL |
| **4.** |  |  |  | TL | TL |
| **5.** |  |  |  | TL | TL |
| **6.** |  |  |  | TL | TL |
| **7.** |  |  |  | TL | TL |
| **8.** |  |  |  | TL | TL |
|  | | **Total :** | | | TL |

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| **8.3. PURCHASE OF SERVICES** | | | | | |
| No | Subject /Specification / Name | Amount | Unit of scale | Unit price | Cost |
| **1.** |  |  |  | TL | TL |
| **2.** |  |  |  | TL | TL |
| **3.** |  |  |  | TL | TL |
| **4.** |  |  |  | TL | TL |
| **5.** |  |  |  | TL | TL |
| **6.** |  |  |  | TL | TL |
| **7.** |  |  |  | TL | TL |
| **8.** |  |  |  | TL | TL |
|  | | **Total :** | | | TL |

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| **8.4. OTHER EXPENSES** | | | | | |
| No | Subject /Specification / Name | Amount | Unit of scale | Unit price | Cost |
| **1.** |  |  |  | TL | TL |
| **2.** |  |  |  | TL | TL |
| **3.** |  |  |  | TL | TL |
| **4.** |  |  |  | TL | TL |
|  | | **Total :** | | | TL |

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| **7.4. TOTAL GENERAL BUDGET** | | |
|  | **General Total :** | TL |

**9. Attachments**

The following items should be attached to the application form.

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| 9.1. | Biography and publication list of the project team |
| 9.2. | Board of Ethics authorisation document (if necessary) |
| 9.3. | Pro forma invoices of expenditures and expenses |
| 9.4. | An electronic copy of each (During the project application, an electronic copy of each single document should be available in appropriate formats such as CD, USB etc...) |

**10. Project Application File Checklist**

|  |  |
| --- | --- |
|  | Start and end date specified. |
|  | Names and addresses of the project manager and researchers have been specified. |
|  | Other supporting organisations’ names and contributions have been specified. |
|  | Project budget attached. |
|  | Project summary has been provided. |
|  | Keywords have been specified. |
|  | Aim of the project has been provided. |
|  | Significance of the project has been specified. |
|  | Material and methodology have been provided. |
|  | Research possibilities have been explained. |
|  | Budget justification has been provided. |
|  | An action plan corresponding to the proposed time schedule has been provided. |
|  | Local and international research on the subject has been summarised. |
|  | A list of resources has been provided. |
|  | The title in English has been specified. |
|  | Information has been provided on the thesis/project of the postgraduate student. |
|  | Plan B has been presented in detail. |
|  | Biographies of the project manager and the researchers have been attached. |
|  | Publication list of the project manager and researchers has been attached. |
|  | Pro forma invoices belonging to project expenses have been added. |
|  | The application form has been signed by the project manager and researchers. |
|  | The decision of the Board of Ethics has been attached. (If the research necessitates the use of humans and/or animals as subjects, the Board of Ethics’ permission is obtained depending on the scope and quality of the research.) |
|  | 1 (one) copy of the project application file and 1 (one) electronic copy (e.g. CD, USB ....) have been submitted. |