GUIDE FOR APPLICANT – SECOND CALL

Co-Funded Brain Circulation Scheme 2

This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement № 801509

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1. Information About CoCirculation2 Fellowship Program

1.1. TÜBİTAK

Turkish Scientific and Technological Research Council (TÜBİTAK) **introduces a new European Commission Horizon 2020 Marie Skłodowska-Curie Actions Cofund program "Co-Funded Brain Circulation2 Scheme (CoCirculation2)".**

TÜBİTAK is the leading agency for management, funding and conduct of research in Turkey. The Council is an autonomous institution and is governed by a Scientific Board whose members are prominent scholars selected from universities, industry and research institutions. More than 2,500 researchers work in 20 different institutes of TÜBİTAK to carry out cutting-edge and applied research. TÜBİTAK also acts as an advisory agency to the Government of Turkey on science and research related issues and is responsible for the secretariat of the Supreme Council for Science and Technology (SCST), the highest science and technology policymaking body in Turkey. The programme will be executed by TÜBİTAK-BİDEB, the Science Fellowships and Grant Programmes Department within TÜBİTAK.

1.2. Aim of CoCirculation2

The objective of CoCirculation2 is to enhance the career development of 100 Experienced Researchers wishing to diversify their individual competence through advanced training, international and intersectoral mobility opportunities through incoming mobility into Turkey. The triple 'i' dimension is applied to the program, with the objective to strengthen the effect of the fellowship on the researchers' careers. All fellowships must have an international component, and intersectoral and interdisciplinary elements in each project are highly encouraged.

1.3. Scope of Fellowship

The scope of the program includes Living allowance, Mobility allowance, Research, Training and Networking costs allocation and special needs fund for eligible researchers.

1.4. Duration

4 calls for proposals will be published, fellowships for calls 1 – 3 will last 24 months, fellowships for call 4 will last 12 months.

1.5. Financial Aspects

CoCirculation2 offers a very attractive salary and TÜBİTAK hopes to receive applications from excellent and well-placed researchers. The researchers will enjoy attractive conditions of funding and/or salaries with adequate and equitable social security provisions.

Living allowance: An amount of €4.500 per month will be paid to recruited researchers. This refers to the basic gross amount, for the benefit of the researcher, to be paid (via the host organizations) to the fellows. The living allowance is a gross contribution to the salary costs of the researcher and is taxable in Turkey.

Mobility allowance: An amount of €550 per month will be paid to recruited researchers. The mobility allowances are flat rate amounts and taxable in Turkey.

Research, training and networking budget: An amount of €800 per month will be provided. It will managed by the host organization of the researcher and used to contribute to the expenses related to research activities involved in the researcher's project such as participation in training activities, conference visits, work visits etc and expenses related to research costs. Fellows must report on the use of this budget in their 6-monthly reports.

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Special needs budget: €400 per month allocated for researchers with special needs who need financial support for their daily work. Provisions are made for maximum 5 fellows.

Host institution budget: Host organizations will be provided with € 3.120 for projects with 24 months duration and € 1.560 for projects with 12 months duration as host institution contribution for handling salary payments, researh training and networking budget and the formalities of fellowship at the host institution level.

Funding Breakdown	Amount (per month)
Living allowance	€4.500
Mobility allowance	€550
Research, Training and Networking costs	€800
Special Needs budget (for eligible researchers, it is subject to SC approval)	€400
Host institution budget	€130

Table 1.2. Funding categories

The tax system in Turkey is progressive. In other words, the higher your income, the higher the rate at which you will pay tax. 2019 Individual tax rates vary from 15% - 35%.

Income Tax (Cumulative) (Wage Income)(2019)	Rates
Up to 18.000 TL	%15
Between 18.000 and 40 000 TL in excess	%20
Between 40.000 and 148.000 TL in excess	%27
Over 148.000 TL in excess	%35

Table 1.2. Income tax rates

In general fellows' monthly net salary calculated as below;

Net salary = Gross salary (€ 5050 * exchange rate of Euro - Turkish Lira) – Total deductions (Social Security Premium Employee's Share (including Unemployment Insurance) + Income Tax + Stamp Tax+ Social Security Premium Employer's Allocation (including Unemployment Insurance).

According to above information a fellow approximately may be paid a salary of **€ 2,800 to € 3,000** per month.

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1.6. Call Calendar

4 Calls will be published within the duration of CoCirculation2 program. The dates for the first call is fixed, however following calls' publication date may change slightly.

Call Terms	Call Opening Date	Call Closing Date	Evaluation Results
1st Call	01.08.2018	31.10.2018	In January, 2019
2nd Call (Dates may change)	02.08.2019	01.11.2019	In January. 2020
3rd Call (Dates may change)	03.08.2020	30.10.2020	In January.2021
4th Call (Dates may change)	02.08.2021	28.10.2021	In January.2022

Table 1.3. Call calendar

1.7. Structure

Researches submits the application in colloboration with a renowned host institution where mentor or supervisor also selected from. TÜBİTAK along with European Commission acts as funding organizations. An academic or non- academic organization acts as host organization where mentor supervises the implementation of project.

Proposals with secondment component requires co-host organization and co-mentor on top of aforementioned host organization and mentor.

The project proposal is submitted by experienced researcher in liaison with the host institution which is represented by the mentor. The mentor acts as a "senior" supervisor for the experienced researcher, providing advice and support to him/her during the fellowship. The host institution is responsible for administering the researcher for the duration of his/her fellowship, particularly with respect to financial matters, social security and pension arrangements.

1.8. Area of Research

CoCirculation2 has a bottom-up approach, and proposals from all scientific areas may be submitted. Applicants who submit an interdisciplinary proposal will indicate this on their application form. Applicants will be asked in their application to indicate to which of the scientific panels they submit their proposal;

Chemistry (CHE),

Social and Human Sciences (SOC),

Economic Sciences (ECO),

Information Science and Engineering (ENG),

Mathematics (MAT),

Physics (PHY);

Environmental and Geo-Sciences and Energy (ENV-ENE),

Life Sciences (LIF).

In addition, applicants will be asked to provide keywords (max 100 characters), to further specify the research topic of their proposal. These keywords will enable the Call Secretariat to make the best possible match between experts and each proposal.

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1.9. Ethical Issues

CoCirculation2 will respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union and the relevant ethics rules of H2020.

Applicants will be asked in the proposal summary form to declare whether their proposed research does deal with the research areas in the ethical issues table that will be included in the proposal template. Proposals that have not filled the ethical issues table will be rejected in the eligibility check phase. In this table, applicants must declare whether any of the activities specified will be conducted during the lifetime of the project. Even if the applicants think that ethical approval is not needed, experts may still decide that ethical committee approval is needed.

Applicants wishing to carry out research that requires ethical approval need to address these issues in their proposal, and describe how they propose to deal with these ethical issues. All eligible proposals will be sent to the Ethical Committee (EC). The EC will evaluate which applicants /proposals need to provide an official approval letter form the ethical committee of the host organization. If the hosting institution of the researcher does not have its own ethics committee, the researcher is requested to obtain the approval of the geographically closest ethical committee. If any ethical approvals must be obtained, the fellow must obtain and present these to TÜBİTAK prior to the fellow starting the work for which the approval is required.

When no approval of the TÜBİTAK Ethics Committee is obtained and/or when no approval of the Local Ethics Committee is obtained, the proposal will not be funded in the CoCirculation2. To follow-up ethical issues, during the research project implementation, TÜBİTAK will ask the scientist in charge and the ER to provide information during the periodic reporting.

1.10. Intellectual Property Rights

The employment contract signed by the host organization and fellow must include the IP arrangements between the host organization and the fellow during the project and beyond. In case of secondments, the Partnership Agreement will outline the IP arrangements. TÜBİTAK shall ensure that researchers (supervisors and fellows) reap the benefits of the exploitation (if any) of their research results through legal protection and, in particular, through appropriate protection of Intellectual Property Rights, including copyrights. All fellows may avail of training in Exploitation issues as part of the TÜBİTAK training program.

Fellows and supervisors are asked to identify any innovative research outputs together. They are encouraged to seek advice from the TTO's that are now being set up in many universities. They may also seek advice from the relevant Turkish IP institute. The IP approach also applies during any secondments the fellows may undertake.

All projects supported by TÜBİTAK, including CoCirculation2 projects, must adhere to the regulations on IPR in the TÜBİTAK related law. In cases where the researcher is the IPR holder, he/she must provide TÜBİTAK with the free IPR license if TÜBİTAK requires so. The ER is responsible to abide by the rules and regulations that are related to the protection of confidential information of project in the aspect of applicable security and financial interests concerns while carrying out research.

1.11. Data Protection

Personal data of applicants submitted as part of the application for the CoCirculation2 Fellowship Program will be processed only for the purposes of the present call and the possible signing of the employment contract with the host organisation.

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1.12. Secondment

CoCirculation2 allows for secondments, in an academic or non-academic host organisation. The secondments may last up to 6 months (3 months for call 4), they may be split in 2 periods, and they may be in Turkey or abroad. Secondments may be proposed in the project proposal or arranged in the first stages (first 6 months) of the project implementation.

Being able to include a secondment in the proposal will very beneficial for the fellows in terms of skills diversification and will give them a wider view of career options after the end of their fellowship. CoCirculation2 requires all fellows to actively engage in dissemination, communication and public engagement activities. The secondments may also be implemented with the objective of learning a new discipline during a longer period in an academic or non-academic organisation.

Applicants who propose secondment at the application phase must provide the information and documents related to the secondment supervisor and host institution on the application form via the e-bideb.

Secondment proposals will be seen as part of the research proposal and will be evaluated by experts taking the evaluation criterias into consideration. Applicants should add secondment only if it increases the impact of proposal. Evaluation result of the proposals that includes secondment will be indicated in the evaluation summary report. Secondments which are proposed in the first 6 months of the fellowship will be evaluated by the expert who take part in the scientific evaluation of the project where it is possible. Researchers may go on secondment by the positive evaluation of scientific panel and approval of SC.

1.13. Eligibility Criteria

Eligibility criteria apply to the applicant, to the host organisation and the research proposal to be submitted by ERs presented below:

Eligibility criteria for the applicants[1]

1. Applicants must be Experienced Researchers, i.e. researchers who, at the time of the relevant deadline for submission of proposals, are in possession of a doctoral degree or have at least four years of full-time equivalent research experience.
2. Applicants may be of any nationality or age.
3. Applicants must comply with the mobility rule that applies to them, either the standard mobility rule or the flexible mobility rule.
   a. Standard mobility rule: ERs must be non-residing in Turkey for more than 12 months in the three years prior to the relevant deadline for submission of proposals. Short stays which does not exceed 20 days in total in a year and compulsory national service are not counted. This standard mobility rule applies to all applicants not being eligible for the flexible mobility rule.
   b. Flexible mobility rule: ERs must not have resided or carried out the main activity (work, studies, etc.) in Turkey for more than 36 months in the 5 years immediately before the call deadline. Short stays which does not exceed 20 days in total in a year and compulsory national service are not counted.
   c. The flexible mobility rule will apply to four groups of researchers:
      - Applicant with refugee status. To benefit from the flexible mobility rule, researchers must have refugee status in accordance with the Turkish regulatory system at the time of the relevant deadline for submission of proposals, and principles laid down by the Geneva Convention.

[1] Definitions as provided in the MSCA IF Guide for Applicants 2017 apply

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• Applicants with non- academic host organizations. To benefit from the flexible mobility rule, applicants must apply with a non-academic host organization. • Career restart applicants. To benefit from the flexible mobility rule, applicants must have had a career break in research, i.e. they must not have been active in research for at least 12 months prior to the relevant deadline for the submission of proposals. • Reintegration applicants. For applicant wishing to benefit from the flexible mobility rule for reintegration must be a long-term resident (Long-term residence means a period of full-time research activity in Turkey at least 5 consecutive years.) of Turkey. Applicants must in addition to this rule also move or have moved directly from a non-EU country to Turkey. • It should be noted at this point that proposals from applicants benefitting from the flexible mobility rule will be evaluated together with other applications, in the scientific panel they apply for. No earmarked budget will be made available for these groups.
Eligibility criteria for the host organisations
1. The main host organization must be an academic or a non-academic research institute in Turkey with a high international research reputation. 2. Secondment host organizations must be an academic or non-academic institute of high quality in Turkey or abroad. *3.* Supervisors are expected to be team leaders (or equivalent) of the team in which the fellow will work, and should have an excellent scientific profile.
Eligibility criteria for the research proposal
1. The proposal must be submitted before the Call deadline, through the online system eBİDEB. All proposals must be in English. 2. The proposal must be complete. *3.* All proposals must adhere to the ethical issues policy of CoCirculation2, and must contain a completed Ethical Issues table.

Table 1.4 Eligibility criteria

1.14. Non-Eligibles

Researchers who are currently working at Turkish academic or non-academic institutions, are not allowed to apply to this program.

Researchers cannot receive double funding from TÜBİTAK. To this end applicants who are currently supported by any of TÜBİTAK programs are not eligible to receive second funding from TÜBİTAK.

CoCirculation2 fellows can not benefit/get financial gain from other TÜBİTAK programs. However, they can involve in different TÜBİTAK projects in various positions.

Successful applicants from previous Co-Circulation cannot apply to this Scheme.

Any Turkish national who has mandatory obligation in Turkey as a condition of any previous fellowship and/or support cannot apply to the CoCirculation2.

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1.15. Evaluation Criteria

Experts will be asked to evaluate all proposals following the evaluation criteria and sub criteria mentioned below.

Excellence **Weight 50%**	**Impact** **Weight 30%**	**Quality and efficiency of implementation** **Weight 20%**
Quality and credibility of the research/innovation project; level of novelty, inter/multidisciplinary and gender aspects	Enhancing the potential and future career prospects of the researcher	Coherence and effectiveness of the work plan
Quality and appropriateness of the training and of the two-way transfer of knowledge between the researcher and the host	Quality of the proposed measures to exploit and disseminate the project results	Appropriateness of the allocation of tasks and resources
Quality of the supervision and of the integration in the team/institution	Quality of the proposed measures to communicate the project activities to different target audiences	Appropriateness of the management structure and procedures, risk management
Capacity of the researcher to reach or re-enforce a position of professional maturity		Appropriateness of the institutional environment (infrastructure)
1	2	3
Priority in case of ex aquo		
An overall threshold of 70% will be applied to the total weighted score		

Table 1.5 Evaluation criteria, weights and thresholds

1.16. Scoring and thresholds

Weights will be applied to all evaluation criteria, to indicate the importance of these criteria. An overall threshold of 70% will apply to the total weighted score. When the total scores are equal, priority will be based on the scores received for individual evaluation criteria as indicated in the table above.

Experts will award a score of a minimum of 0 (proposal fails to address the criterion or is incomplete), through 1 (very poor) to 5 (excellent) points.

Score	**Explanation of the score**
0	Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.
1	Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.
2	Fair. Proposal broadly addresses the criterion, but there are significant weaknesses.

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3	Good. Proposal addresses the criterion well, but a number of shortcomings are present.
4	Very Good. Proposal addresses the criterion very well, but a small number of shortcomings are present.
5	Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Table 1.6 Explanation of scoring range

1.17. Employment Conditions

In line with the Charter and Code, TÜBİTAK ensures that working conditions meet respective national, regional or sectoral legislation requirements.

All CoCirculation2 fellows will be appointed on a fixed employment contract under Turkish Employment Act (EA) No. 4857 of 2003. This law applies for all employees in Turkey. All fellows will be covered for social security and be entitled to social benefits under the SSK scheme, under the same conditions as Turkish citizens. The legal arrangements with regards to labor and social security in Turkey are in line with the International Labour Organisation (ILO) and other generally accepted standards. Statutory working practices for CoCirculation2 ERs will be the same as for other staff from the host organisations working in similar positions. All ERs must have access to laboratory and/or office space that is needed for the proper implementation, and must have access to all infrastructure and equipment needed to carry out the project. All ERs have the right to attend conferences relevant for the advancement of their career. CoCirculation2 fellows will receive a salary that is on average higher than other researchers in similar positions would earn. By providing a very attractive salary, TÜBİTAK hopes to receive applications from excellent and well-placed researchers.

1.18. Equal Opportunities

All experts must sign a declaration against discrimination of researchers based on gender, age, ethnicity, nationality or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

TÜBİTAK wishes to encourage applications of specific groups of researchers. For refugee researchers, researchers having taken a career break and researchers wishing to reintegrate in Turkey after a stay in a Third Country, a flexible mobility rule may apply. This flexible mobility rule aims to widen the time frame during which they are eligible to apply, thus providing equal or improved opportunities for these groups to apply to the program. Career breaks will thus not be penalised. For all groups of researchers, when calculating the time already spent in Turkey, short stays, compulsory national service and time spent on procedures for obtaining refugee status are not counted.

All applicants are strongly encouraged to indicate and explain unconventional career paths and any career gaps in their CV and proposal. These should allow the experts to see their CV considering the actual research experience and not in time passed since obtaining the PhD. All universities and TÜBİTAK institutes are adapted to researchers with disabilities. TÜBİTAK makes available a special needs fund of €48.000.

2. Application Procedure

2.1. Online Application

Applicants must fill in an on-line form in the eBİDEB portal providing administrative information about themselves, the host(s) and supervisor(s) and the proposal. It is in this section where the applicants must indicate if they wish to benefit from the flexible mobility rule and they should justify their eligibility to benefit from this mobility rule. Applicants must also indicate their scientific panel.

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Applications must be made in conjunction with a host organisation in Turkey. Applicants may choose **ANY research organisation** in Turkey of high quality, including but not limited to those in the List of Partner Organisations. In addition, the applicants have a free choice of supervisor. Applicants finding their own host organisation should also find their own mentor/supervisor. The quality of the host organisation and supervisor will be reviewed during the evaluation process.

Applicants are expected to present their proposal in 5 different sections:

- Excellence
- Impact
- Quality and Efficiency of the Implementation
- CV of the experienced researcher
- Ethical aspects (if any).

The maximum total length for sections 1 to 3 is 10 pages, plus 1 page for the Start Page, 1 for the Table of Contents.

The CV should include the standard academic and research record using the template available at the http://cocirc2.org.tr/application/ (maximum 5 pages are recommended).

Any research career gaps and/or unconventional paths should be clearly explained so that it may be fairly assessed by the independent experts. Especially for those wishing to benefit from the flexible mobility rule, a detailed indication of any research and career gaps due to their conditions should be provided and duly justified in order to be better assessed by the experts.

There is no page limit for Ethical issues section including the Ethical issues table. When ethical issues apply, applicants must describe these and how they will deal with them before, during and after their research project.

Applicants are asked to clearly explain the added value of them implementing their research project in a non-academic host organisation so that the experts will have a better understanding of the ERs career tracks in the industrial environment, relevance to the dynamics of the industry and capacity of the host organization within the industry.

2.2. Account Creation

All of the applicants have to create an account and enter required Identity and contact information to Researchers Information System of TÜBİTAK. Any applicant who has already created an account and registered to the ARBİS can directly access to the application system.

Please follow below steps to start your application.

1. Follow the link at https://e-bideb.tubitak.gov.tr/giris.htm
2. Click on the “Click to enter” button on the right side
3. Click on the “New User Registration” button on the lower left to create an account on the central authenticaiton service
4. Enter required (Identity and contact) information into Researchers Information System (ARBİS) of TÜBİTAK at https://arbis.tubitak.gov.tr/home.jsf (make sure you select English interface)
5. Once you complete filling informatin to the ARBİS, follow the link at https://e-bideb.tubitak.gov.tr/giris.htm?language=en for online application
6. Enter your passport number (or user ID) and password which you have created at beginning
7. Click on the “Programs which are available for application” button.
8. Click on the “apply” button at the right side of the 2236 Co-Funded Brain Circulation Scheme2

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For the technical problem, the applicants should contact with IT department at **ebideb@tubitak.gov.tr** .

2.3. Uploading Document

After the login, the applicant will access to his/her own account where he/she will have to complete the following sections and upload the required documents. All the documents have to be in pdf format. (Certified PhD diploma or certified copy of the degree certificate and transcript of the most recently completed university degree might be in jpeg).

2.4. Required Documents

- A detailed research proposal (The proposal must be prepared using the template available at the webpage http://cocirc2.org.tr/application/). Ethical issues table which is attached to research proposal template must be completed,
- Curriculum vitae for the applicant and supervisor/mentor. (The CV must be prepared using the template available at the http://cocirc2.org.tr/application/),
- Certified PhD diploma or certified copy of the degree certificate most recently completed university degree (Degree certificates which are not originally issued in Turkish or English have to be translated. The translation has to be officially certified. Applicant must submit both the scan of the original degree certificate and the scan of the officially certified translation),
- Within the flexible mobility context, career break document for career restart applicants, refugee document for refugee status applicants, 5 years research activity document for reintegration applicants,
- The documents which proof 4 years of full-time research experience within the related field (for the applicants who does not have a doctorate degree),
- Proof of Residence (only for non-Turkish Citizens). Applicants must upload the certified copy of documents such as tax certificate, rent contracts and utility bills that proofs application is consistent with corresponding mobility rule.
- Entry and Exit Report (only for Turkish Citizens). Applicants must upload the certified copy of record. The report can be obtained from e-devlet application,
- A Letter of Support from the host institution which must be approved by rector, vice rector or head of non-academic institution. Applications with secondment proposals must also submit Letter of Support for co-host institution.

2.5. Editing Options

An applicant may continue on the e-BIDEB Portal to modify his/her application and submit revised versions overwriting the previous one until the deadline.

2.6. Completing the Application

Once the applicant has completed all the required information and approved the declaration box, the application process will be finalized and the application form will be automatically generated. Incomplete applications will not moved to eligibility check phase.

The application process is entirely online and **hard copies of the application forms and other documents are not required.** It is highly recommended to submit your proposal as early as possible and at least 48 hours prior to the deadline of this call. This will avoid being confronted with incompatible local IT configuration settings shortly before the call deadline, when insufficient time would be left to handle it.

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3. Evaluation & Selection Process

TÜBİTAK will ensure that the selection workflow is guided by the principles of excellence, transparency, fairness and impartiality, efficiency and speed, ethics and security. The entire evaluation process, from Call deadline to funding decision will normally take 8 weeks.

3.1. Timeline

The selection workflow of CoCirculation2 will include four main steps:

- Eligibility check,
- Remote peer review evaluation and ethics check,
- Selection committee meeting (including consensus) and ethics check,
- The funding decision.

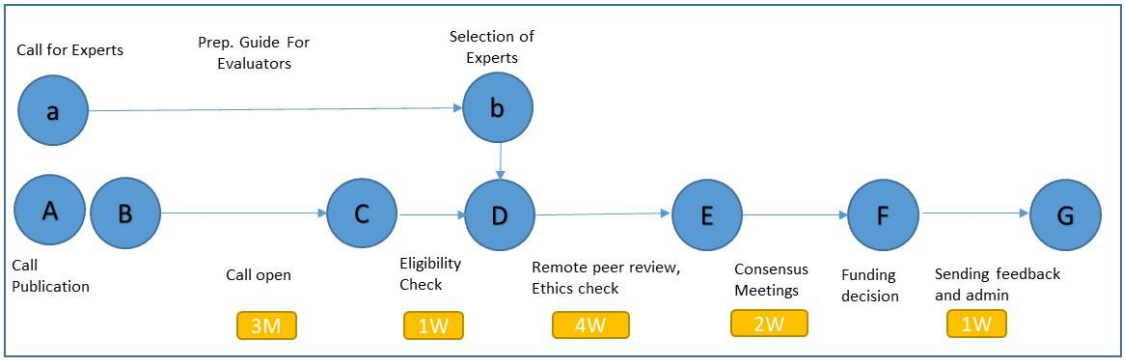

Fig 1.1 Evaluation and selection process

3.2. Eligibility Check

The eligibility check will be carried out by the Call Secretariat via the eBİDEB Portal, on anonymous proposals and according to the criteria. All proposals that are considered ineligible will not proceed to the next phase of the process. Applicants with ineligible proposals and their supervisors will receive an e-mail informing them of the ineligibility of the the proposal, detailing the reasons of ineligibility within two weeks of the call deadline.

3.3. International Peer Review

Experts will evaluate all proposals following the evaluation criteria and sub criteria mentioned in section 1.13.

In parallel to the remote peer review evaluation, all eligible proposals will be sent to the Ethical Committee (EC). The EC will evaluate which applicants/proposals need to provide an official approval letter from the ethical committee of the host organization

3.4. Funding Decision

The Call Secretariat will prepare a proposal for a funding decision, according to the results of the Ranked List and the available number of fellowships (25) for each Call. The formal funding decision is taken by the President of TÜBİTAK. There will also be a reserve list of 8 proposals per call. Applicants on the reserve list may be offered a fellowship when an applicant on the main list withdraws his/her proposal.

3.5. Feedback

The eBİDEB portal will be used for informing the applicants of the outcomes of the evaluation and selection process. Applicants will receive feedback at various points in the selection process. Supervisors and applicants can monitor the steps of the evaluation process through the eBİDEB

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portal. Applicants will be provided with an Evaluation Summary Report (ESR), which comprises full feedback of the selection committee and the (anonymous) comments.

3.6. Redress

Applicants who have any objections to the evaluation process may apply the redress procedure, within 1 week after the evaluation results are published. Requests for redress may be made with regard to procedural issues and not with regard to the scientific judgments of the experts.

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