TÜBİTAK

2236 Co-Funded Brain Circulation2 Scheme (CoCirculation2)

Application Procedure

Department of Science Fellowships and Grant Programs(BİDEB)

Registering on ARBİS

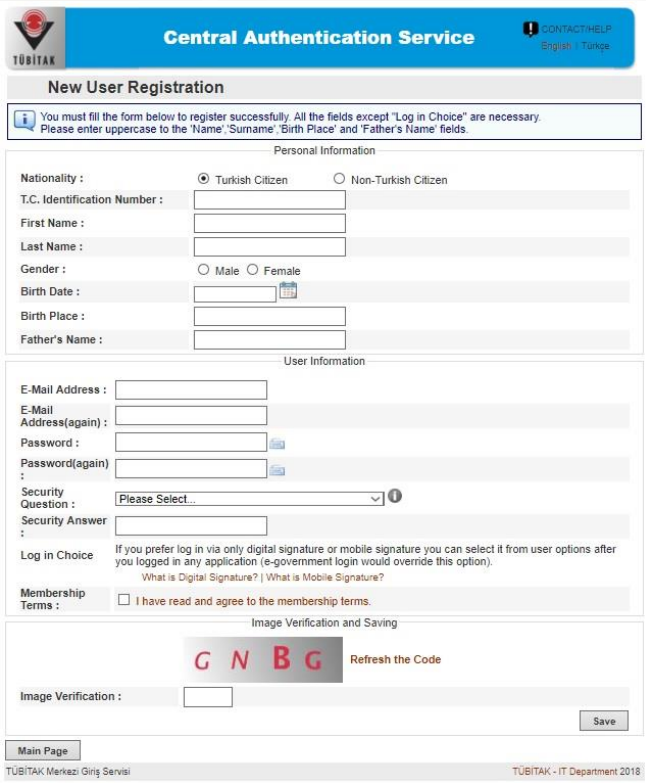
- Go to ARBİS and click Login to ARBİS

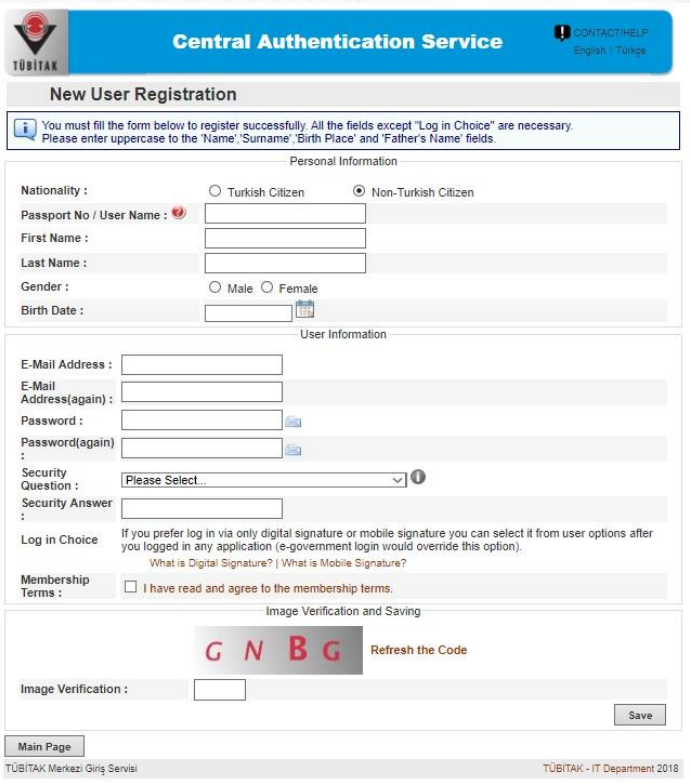
Central Authenticaiton Service

- Click on the “New User Registration” button on the lower left to create an account on the central authenticaiton service.

Creating an Account

- Enter required (Identity and contact) information for creating account (make sure you select English interface)
- If Non-Turkish Citizens register with «User Name», their «Passport Number» will be asked later on personal identity information section on ARBİS
- We recommend for Non-Turkish citizens to registering with passport number. It can prevent some confusions on adding mentor on E-BİDEB.





Logging In

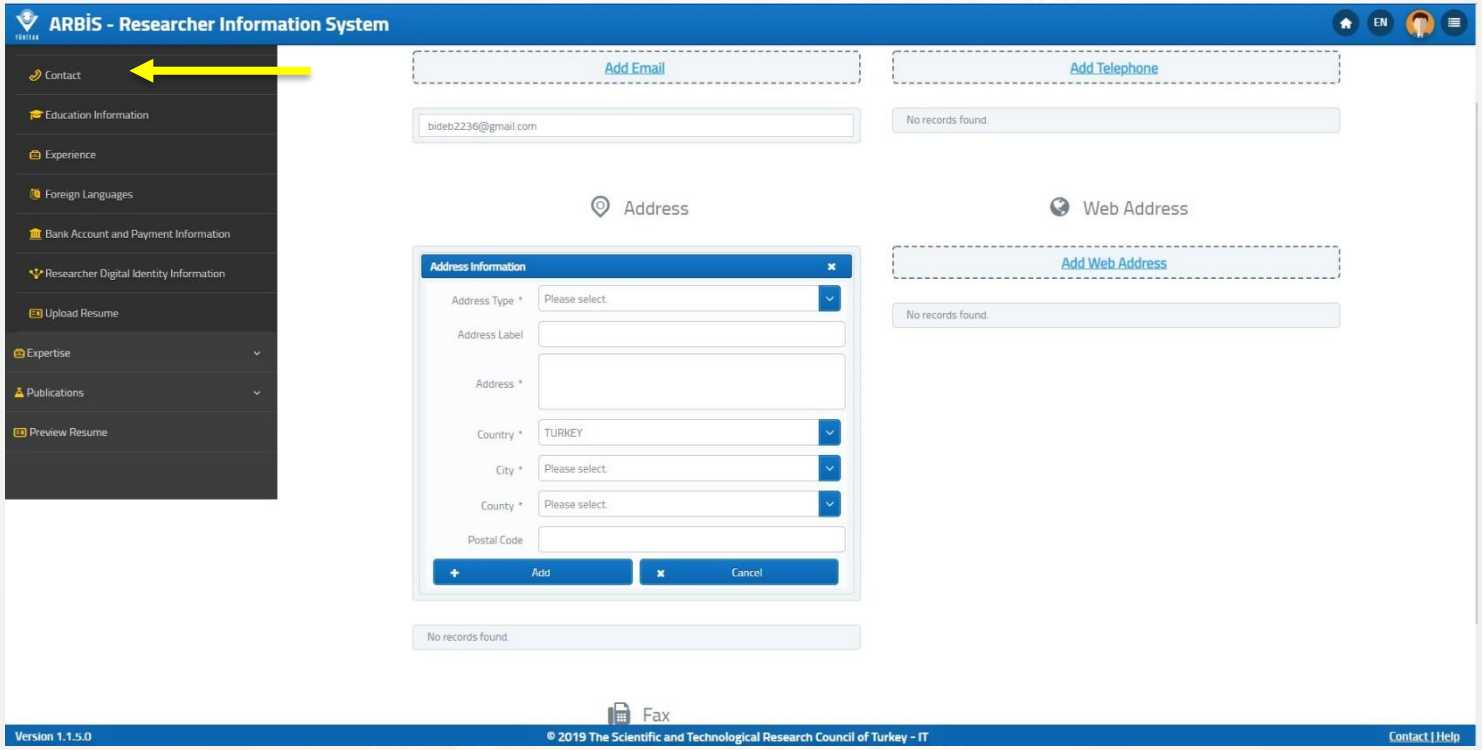
- Go to ARBİS again and click Login to ARBİS
- Login with your TC Identity / Passport No and Password

Main Page on ARBİS

- New users usually routed to contact information page automatically
- If you have landed on this page at your first logging in to ARBİS, go to personal information page

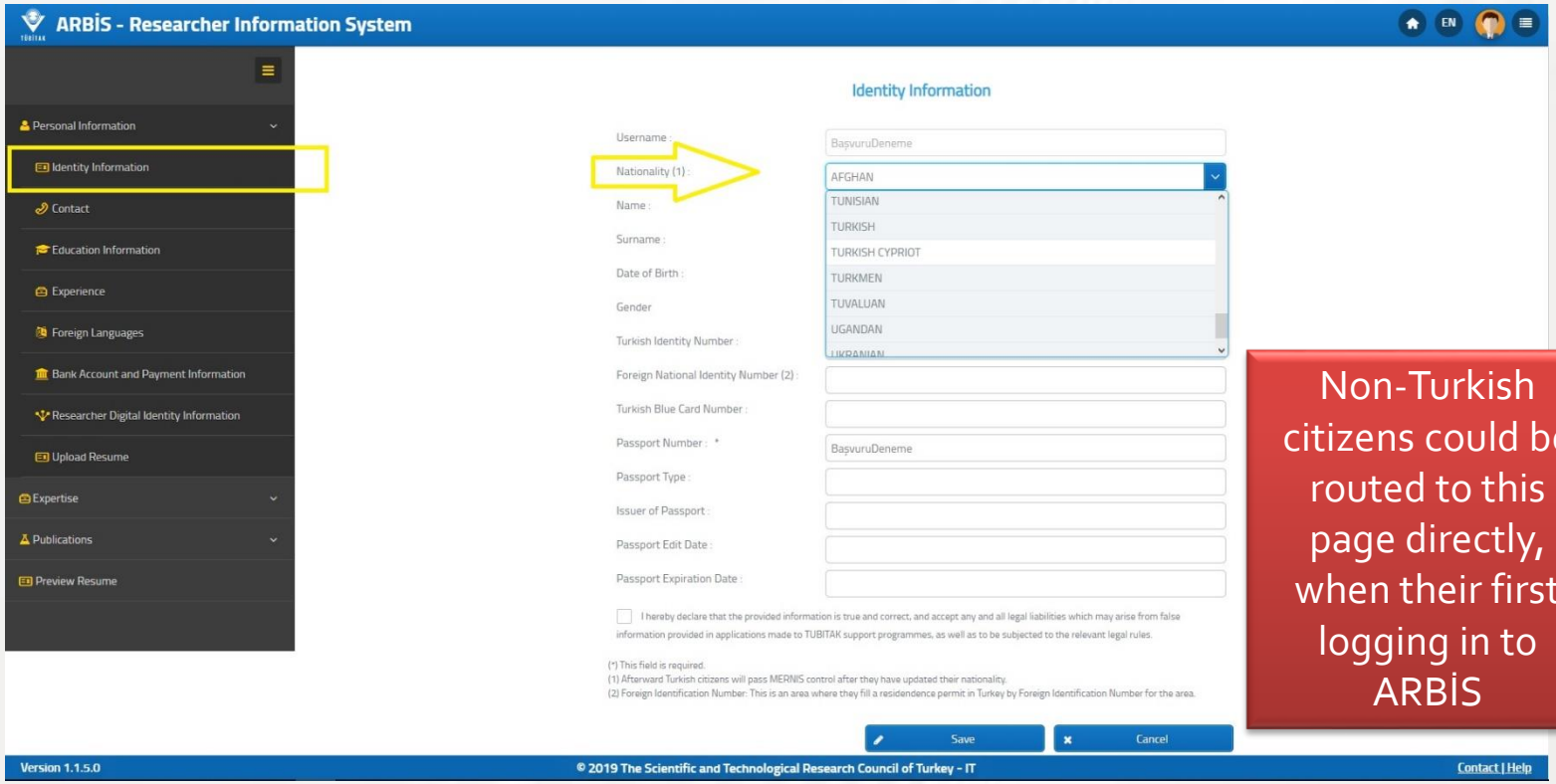
Contact Information (Mandatory)

- Add **Telephone** and **Address** information at **Contact**
- Applicants must select **City** and **County** if they are adding an address in Turkey



Identity Information

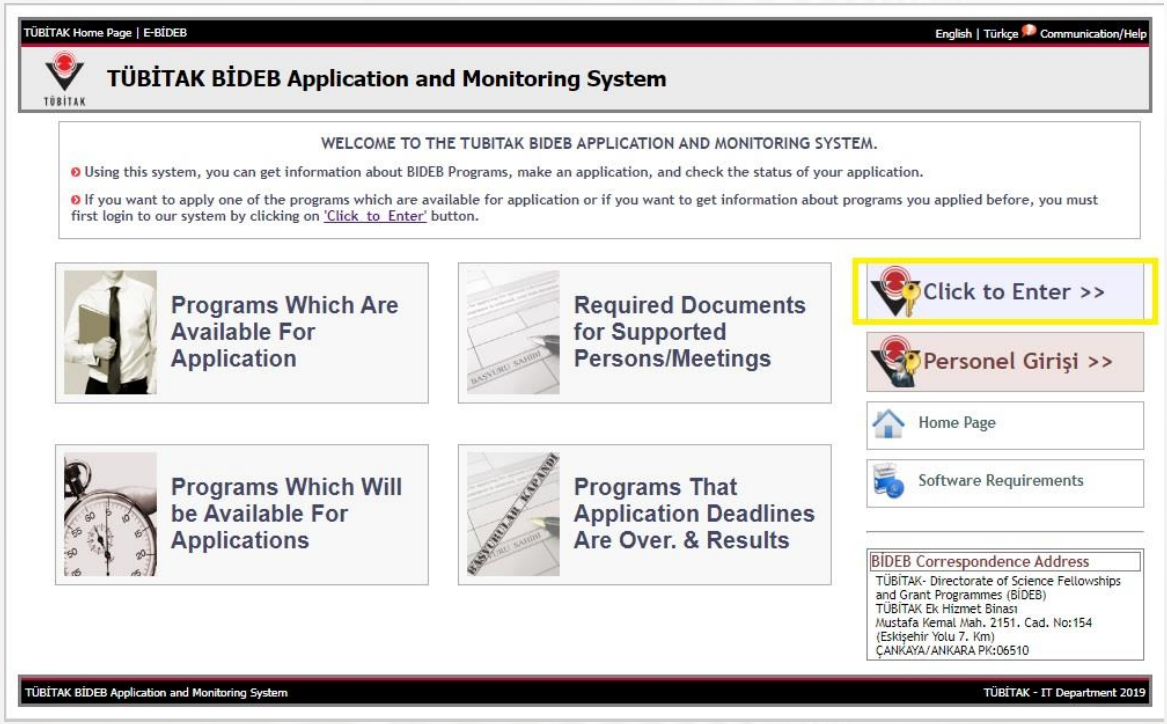
- Non-Turkish citizens must go to identity information and choose their nationality.
- Identity informations of Turkish citizens are obtaining from MERSİS
- Applicants must accept the declaration below the page.



Non-Turkish citizens could be routed to this page directly, when their first logging in to ARBİS

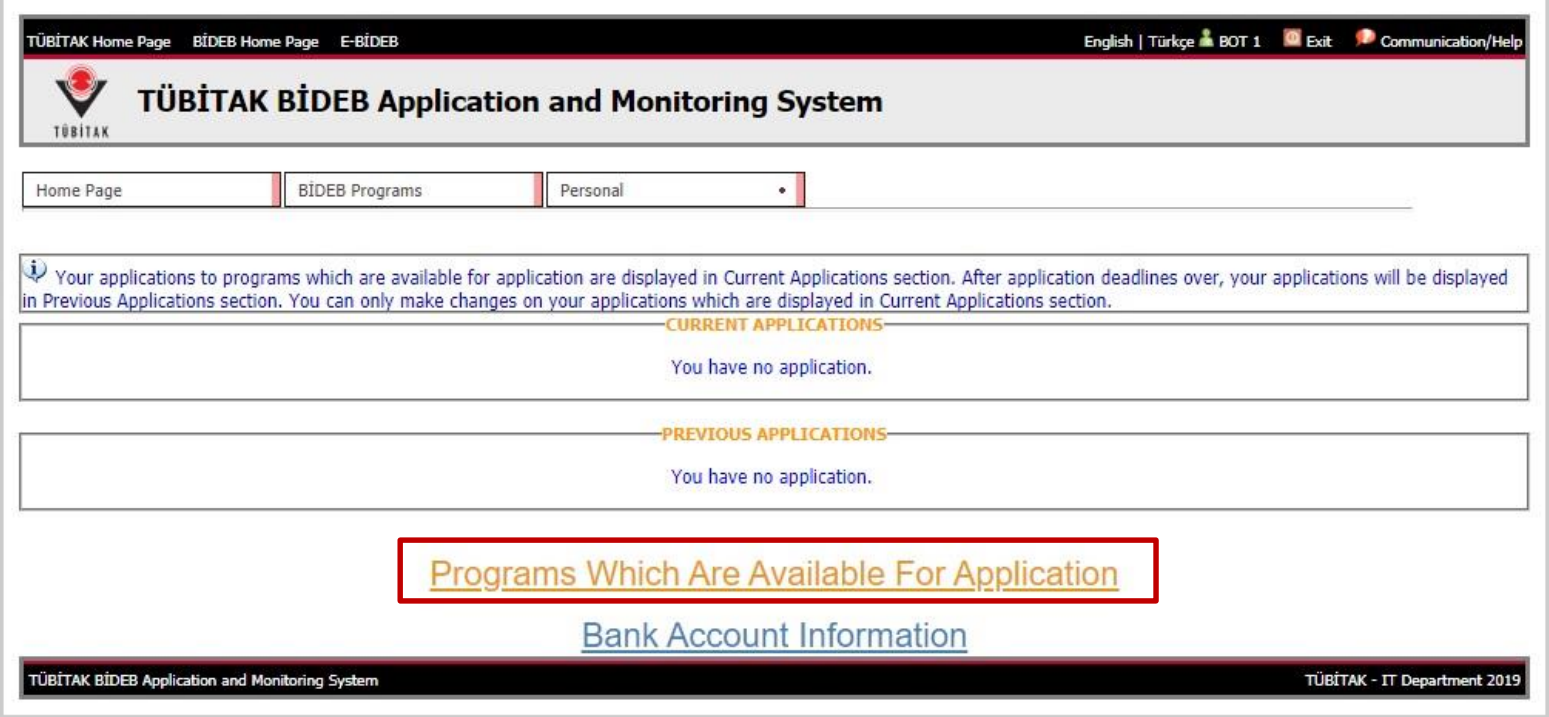
Application on E-BİDEB

- Once you complete filling mandatory informations to the ARBİS, go to E-BİDEB online application module and click to enter



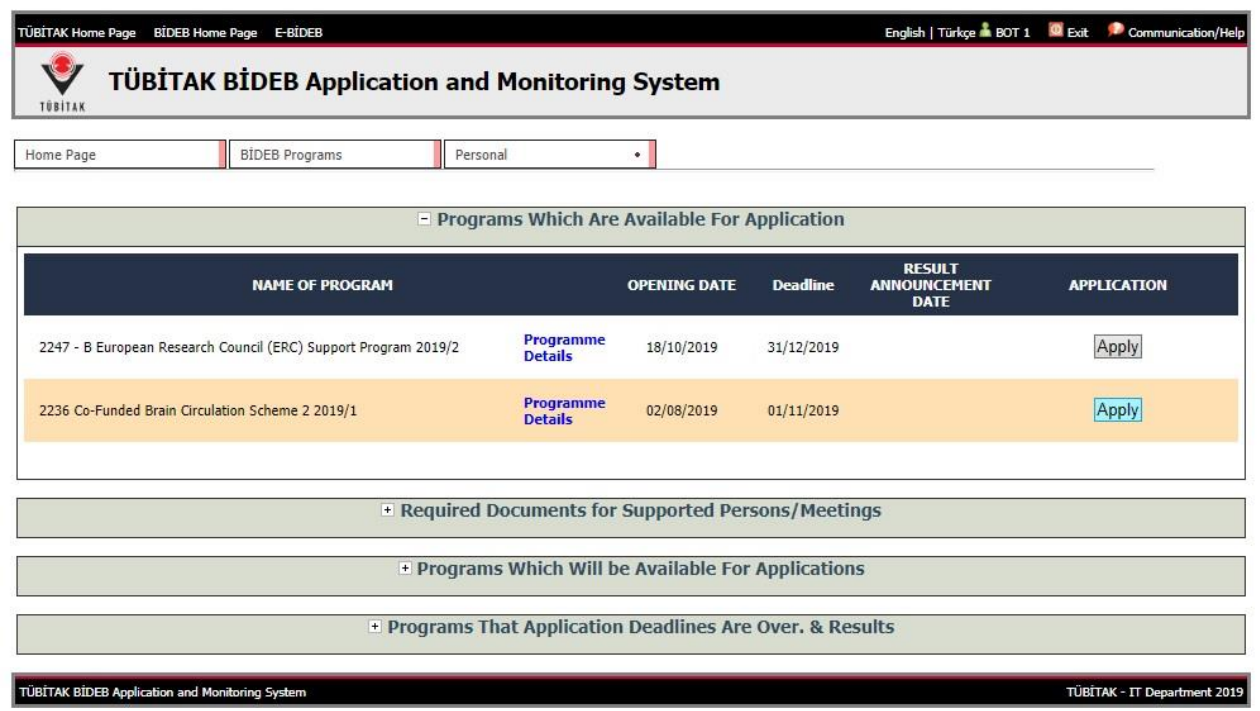
Application on E-BİDEB

- You can access available programs by clicking «Programs Which Are Available For Application»



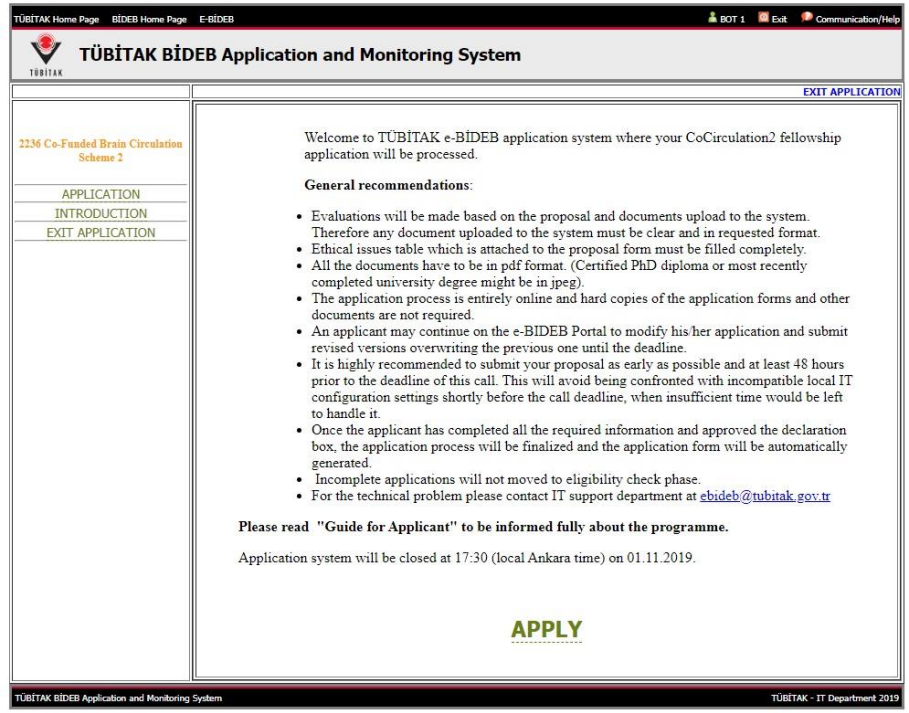
Choosing The Program

- You can find 2236 Co-Funded Brain Circulation Scheme 2 at Programs Which Are Available For Application and click «Apply» for application



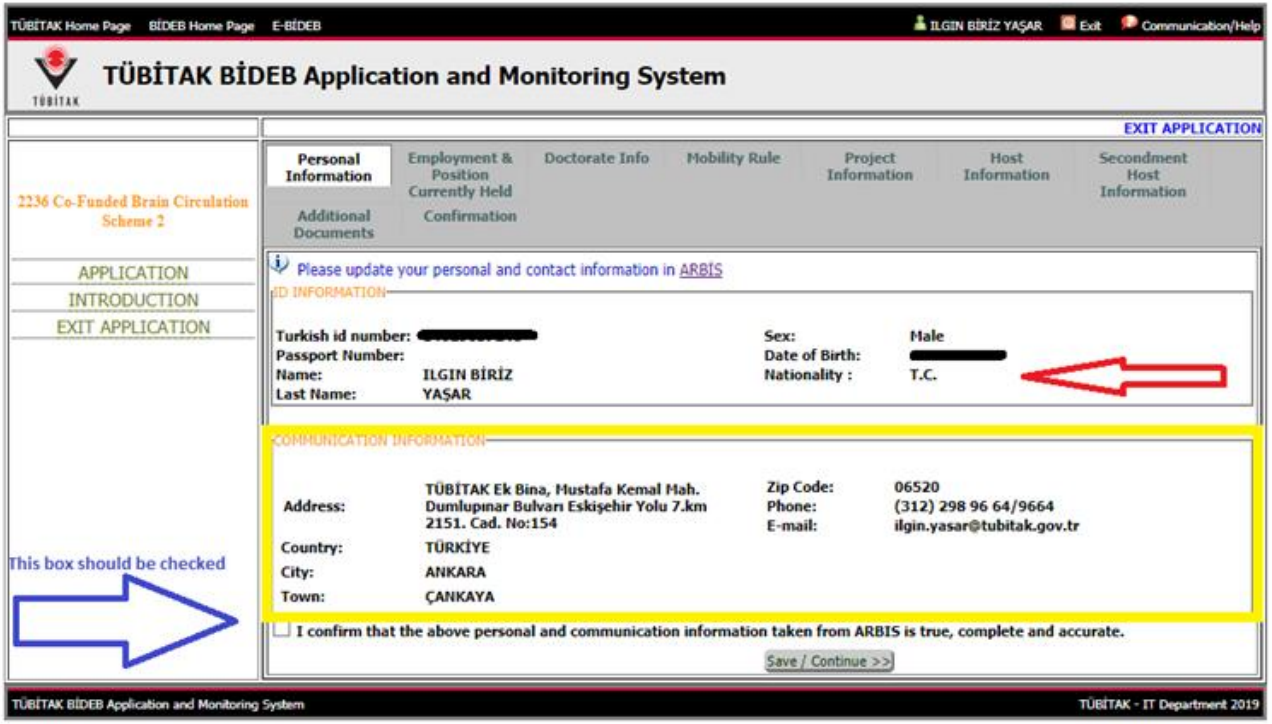
Recommendation Page

- Read the General recommendations and proceed with clicking «APPLY»



Personal Information

- Personal Information module is filled with the information you have submited in ARBİS
- If any information on this page is missing or incorrect you should update it on ARBİS



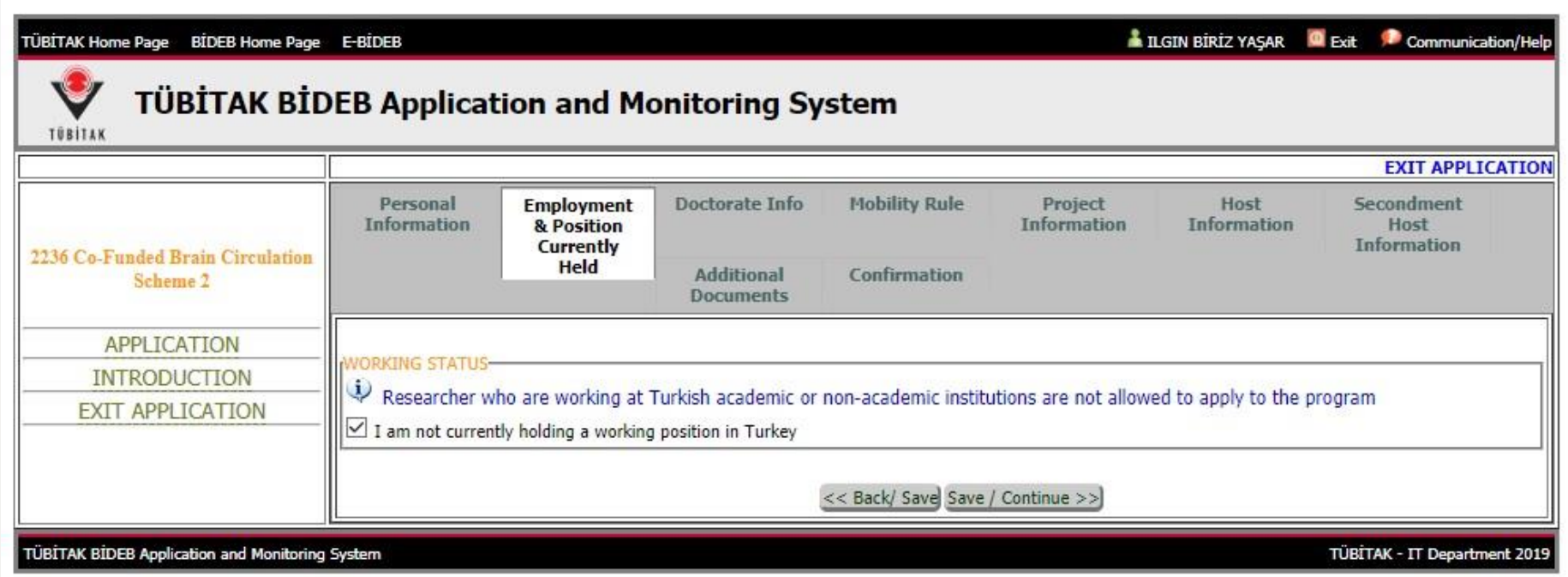
Your nationality should be correct. Non-Turkish citizens have to choose their nationality in identity information on ARBİS.

This communication informations are gathering from ARBIS and should be completed on ARBIS if any of this informations are missing you will get an error.

- Proceed with clicking Save/Continue

Employment

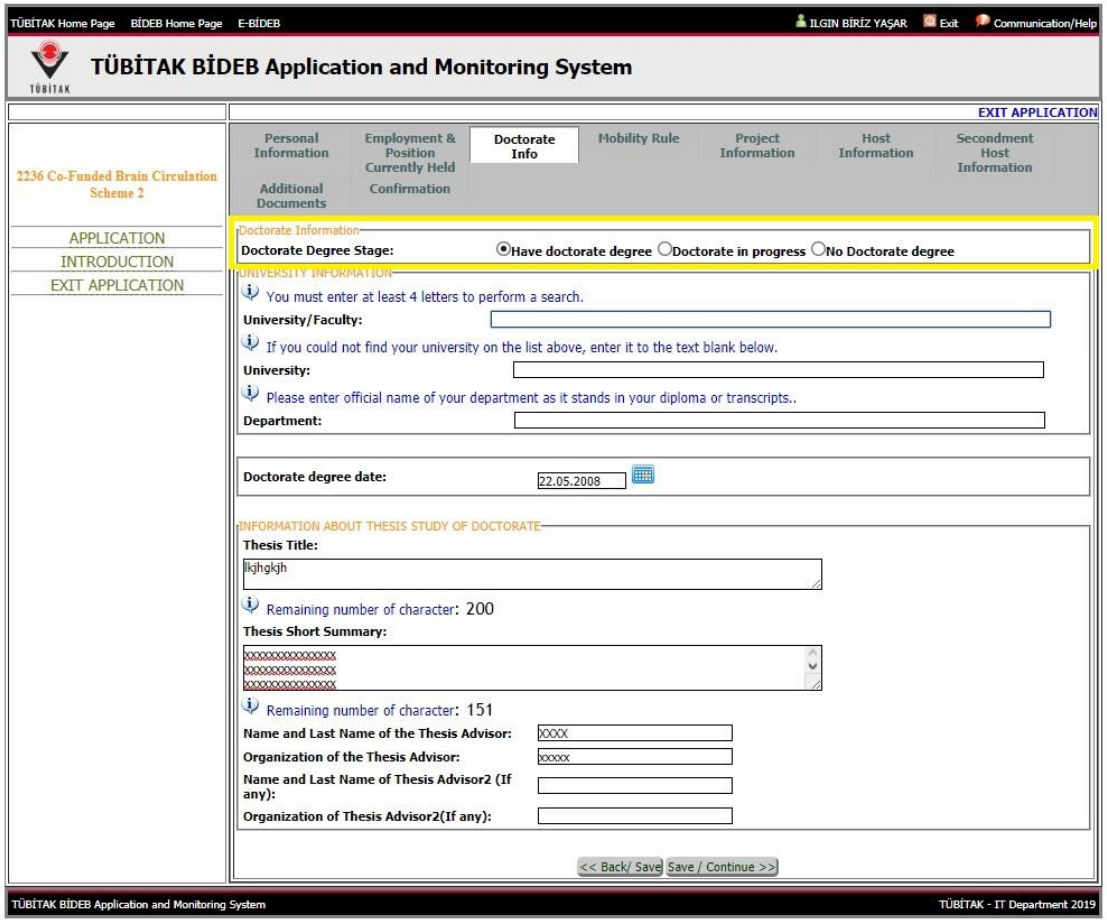
- Researchers who are currently working at Turkish academic or nonacademic institutions, are not allowed to apply to this program.
- Please confirm the declararion on your employment status in Turkey



- Proceed with clicking Save / Continue

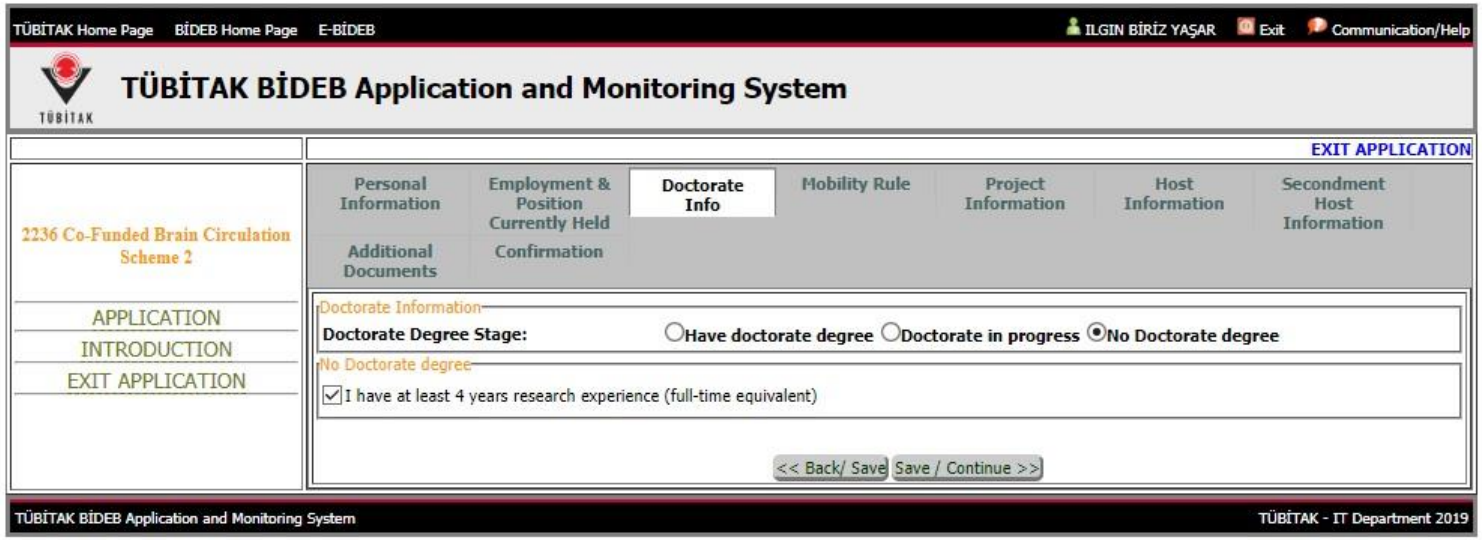
Doctorate Info

- You must choose your doctorate information according to your degree.



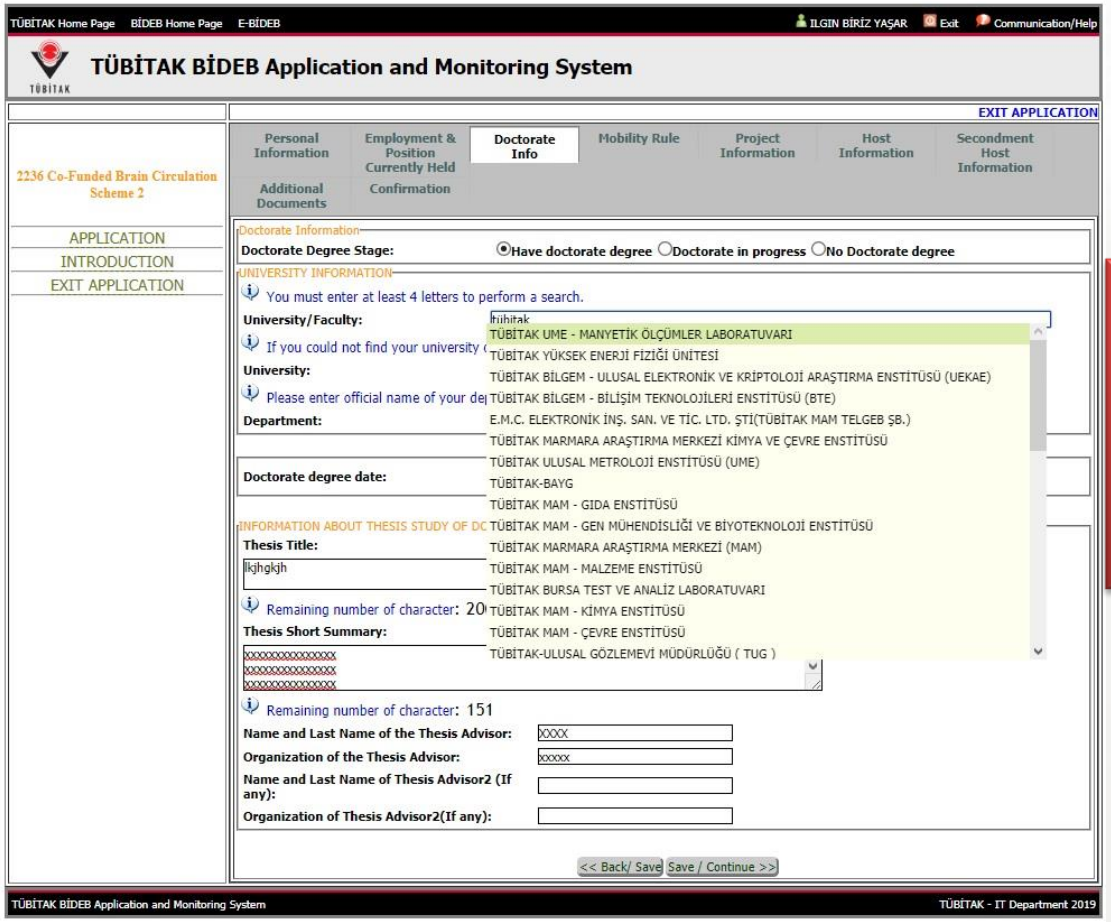
Doctorate Info

- If you don’t have doctoral degree, you should have at least 4 year research experience.
- Applicantas must approve the declaration to save / continue



Doctorate Info

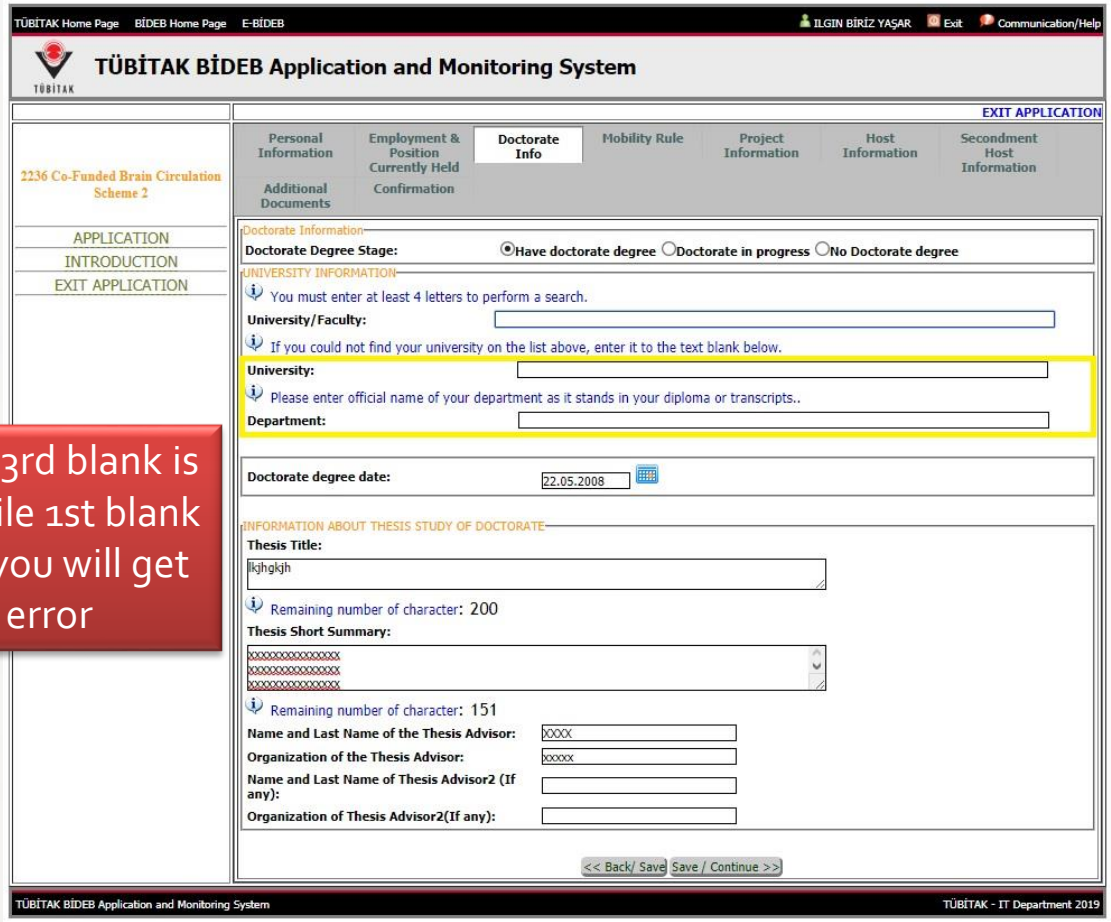
- If you have a doctorate degree you shoul choose your University by typing at least first 4 letter of your university in the first blank and choose your university from the list.



Instituions are registered in Turkish in our data base, so you should make your search in Turkish.

Doctorate Info

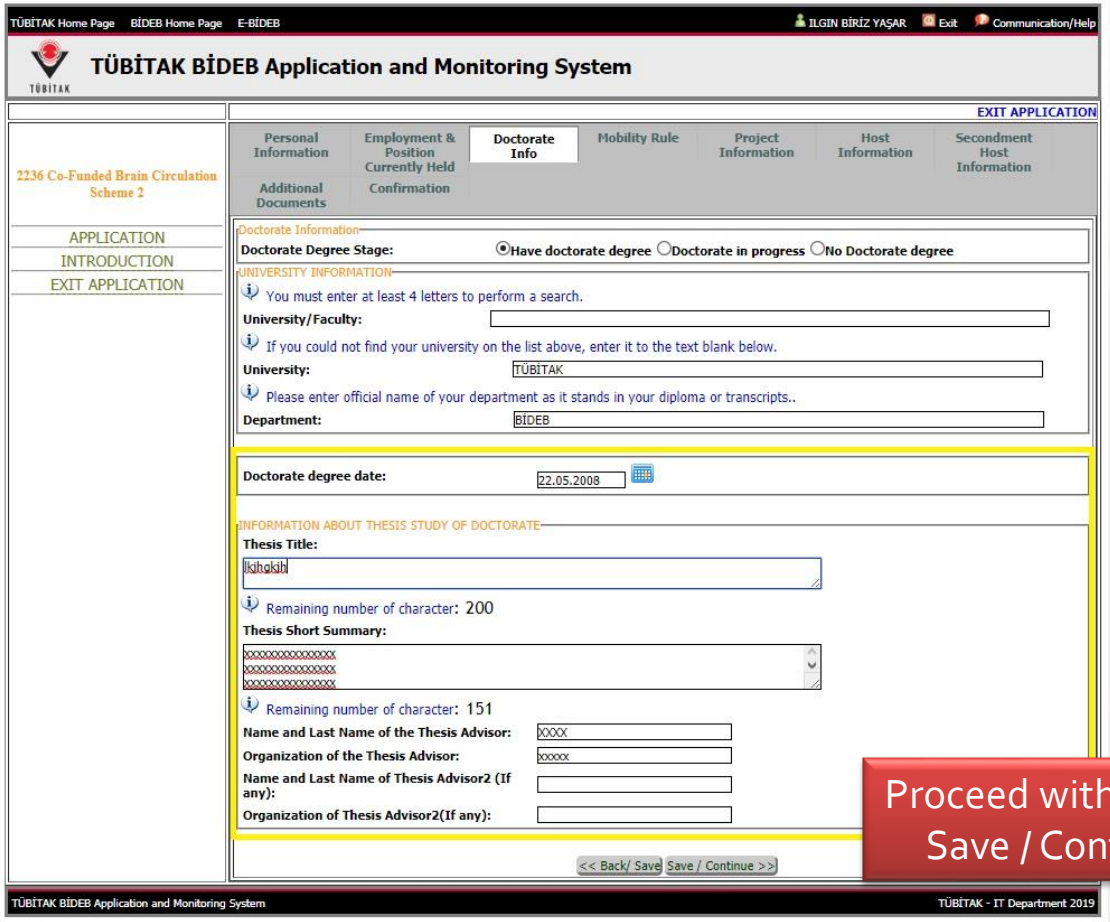
- **<u>Only</u>** If you **<u>can't find</u>** your university **<u>leave 1th blank empty</u>** and type the name of your university in 2nd blank and department in 3rd blank.



If 2nd or 3rd blank is filled while 1st blank is filled you will get an error

Doctorate Info

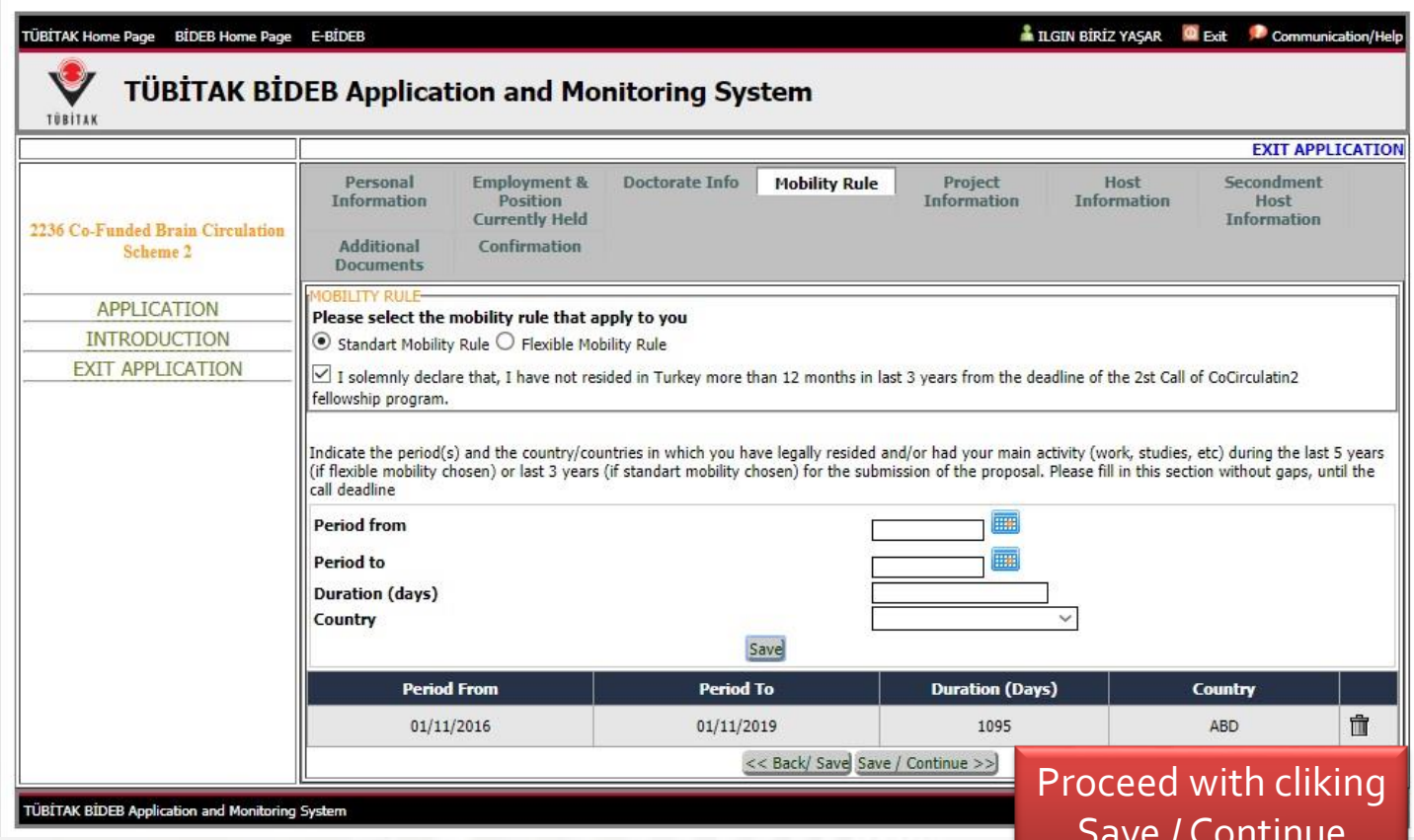
- Once you choose or type your university choose the date of your degree and fill the informations



Proceed with cliking Save / Continue

Mobility Rule

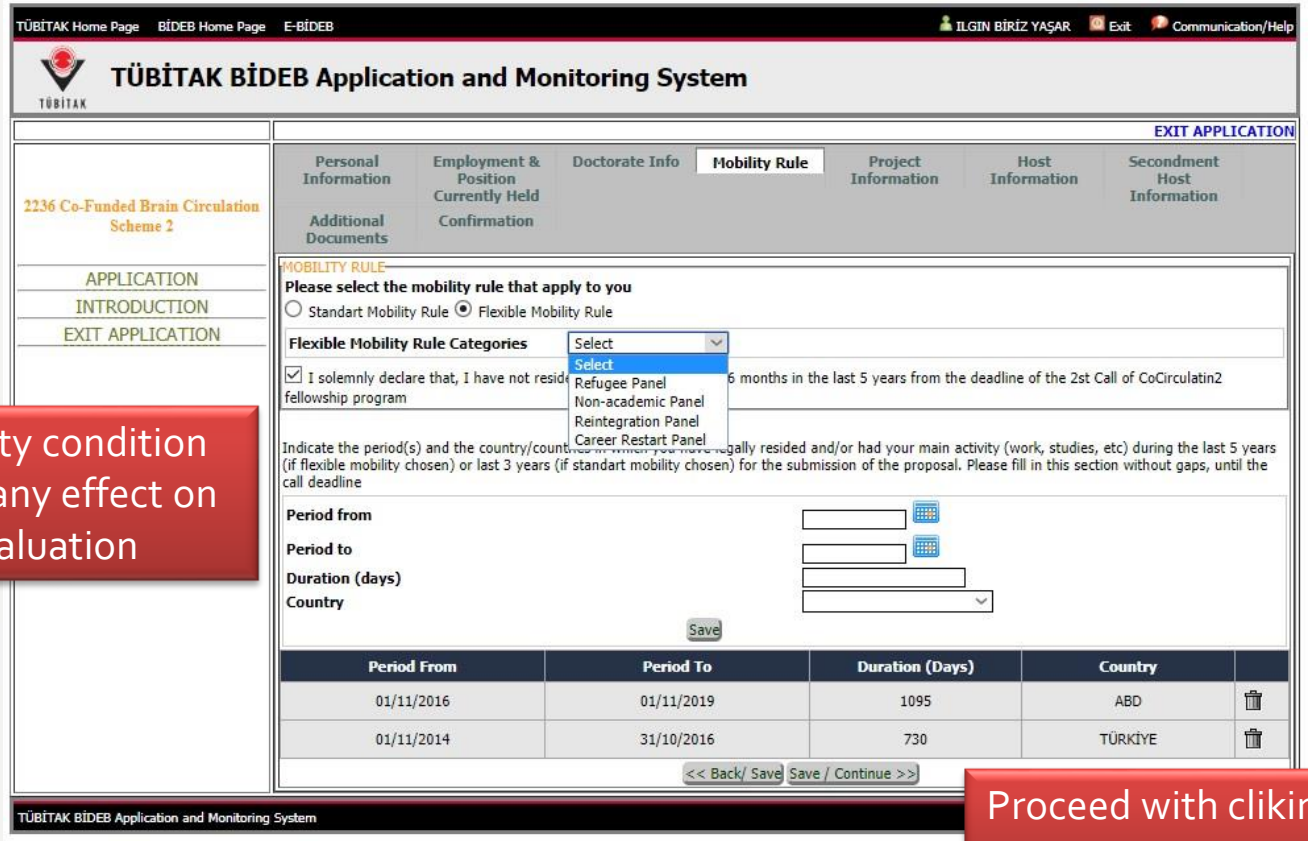
- Applicants must choose their mobility condition and accept the declaration.
- Applicants with standard mobility should indicate the period from 1/11/2016 to 01/11/2019



Proceed with cliking Save / Continue

Mobility Rule

- Applicants with flexible mobility must select their condition and accept the declaration.
- Applicants with flexible mobility should indicate the period from 1/11/2014 to 01/11/2019

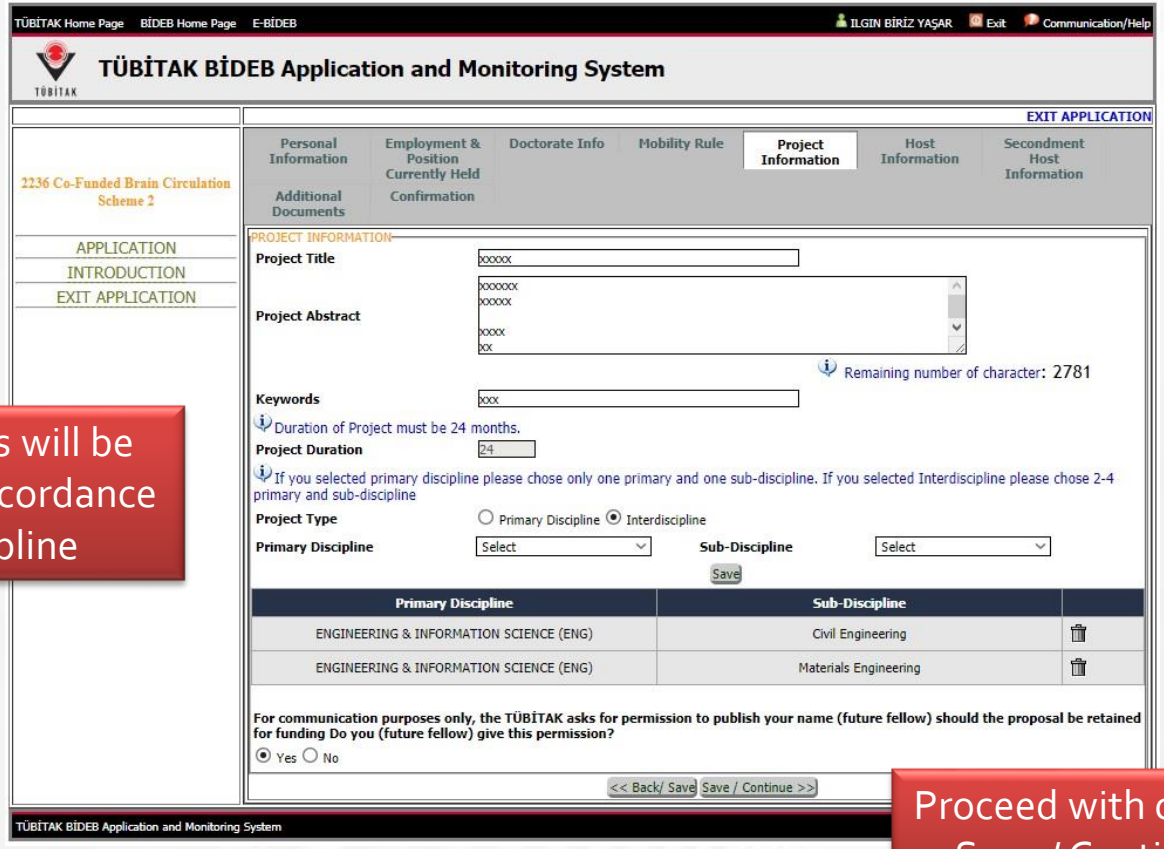


Your mobility condition won't have any effect on your evaluation

Proceed with cliking Save / Continue

Project Information

- Applicants must fill the informations about their project.
- Applicants with interdisciplinary proposal should select at least two primary discipline and save them

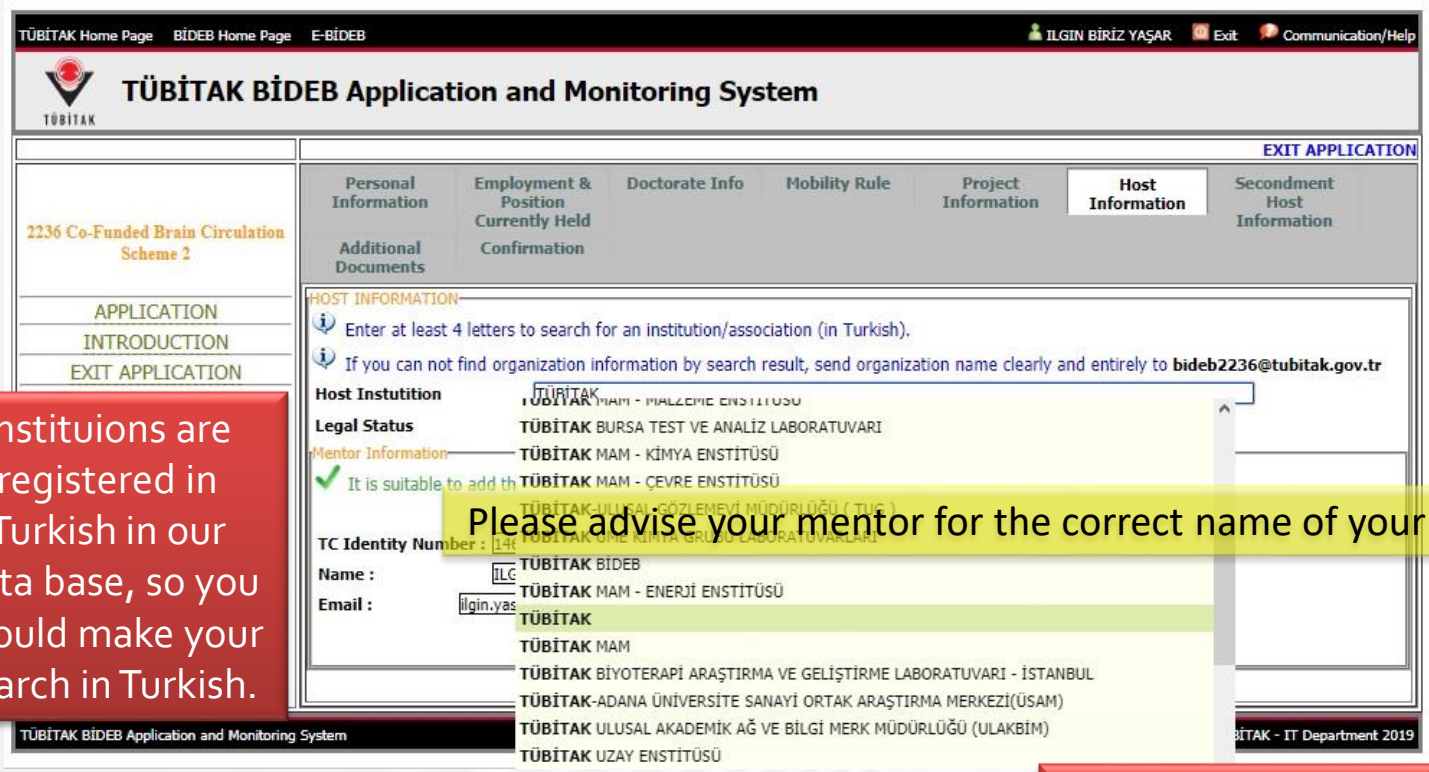


Scientific panels will be arranged with accordance to your discipline

Proceed with cliking Save / Continue

Host Information

- Applicants should enter at least 4 letters to search for an institution/association (in Turkish).
- List will pop up under the blank you can search your institutin by scrooling down or narrow the list by continue typing if you know your institutions correct Turkish name.
- If you can not find organization information by search result, send organization name clearly and entirely to us bideb2236@tubitak.gov.tr



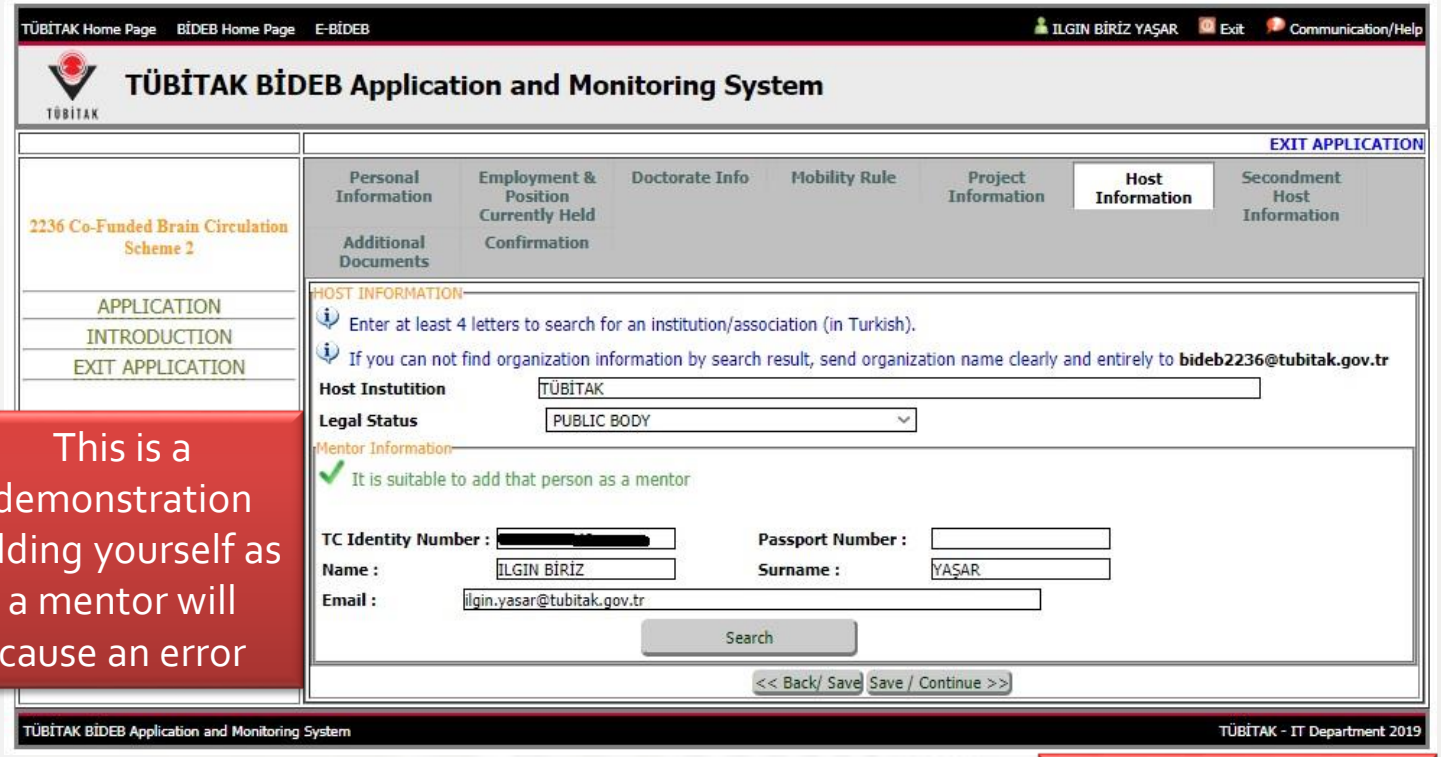
Instituions are registered in Turkish in our data base, so you should make your search in Turkish.

Please advise your mentor for the correct name of your host

Proceed with adding your mentor

Mentor Information

- Mentors should be registered on ARBİS
- Applicants should enter their mentors TC ID Number **OR** Passport Number. Entering both will cause an error
- Mentors full name need to be entered



This is a demonstration adding yourself as a mentor will cause an error

Proceed with Save / Continue

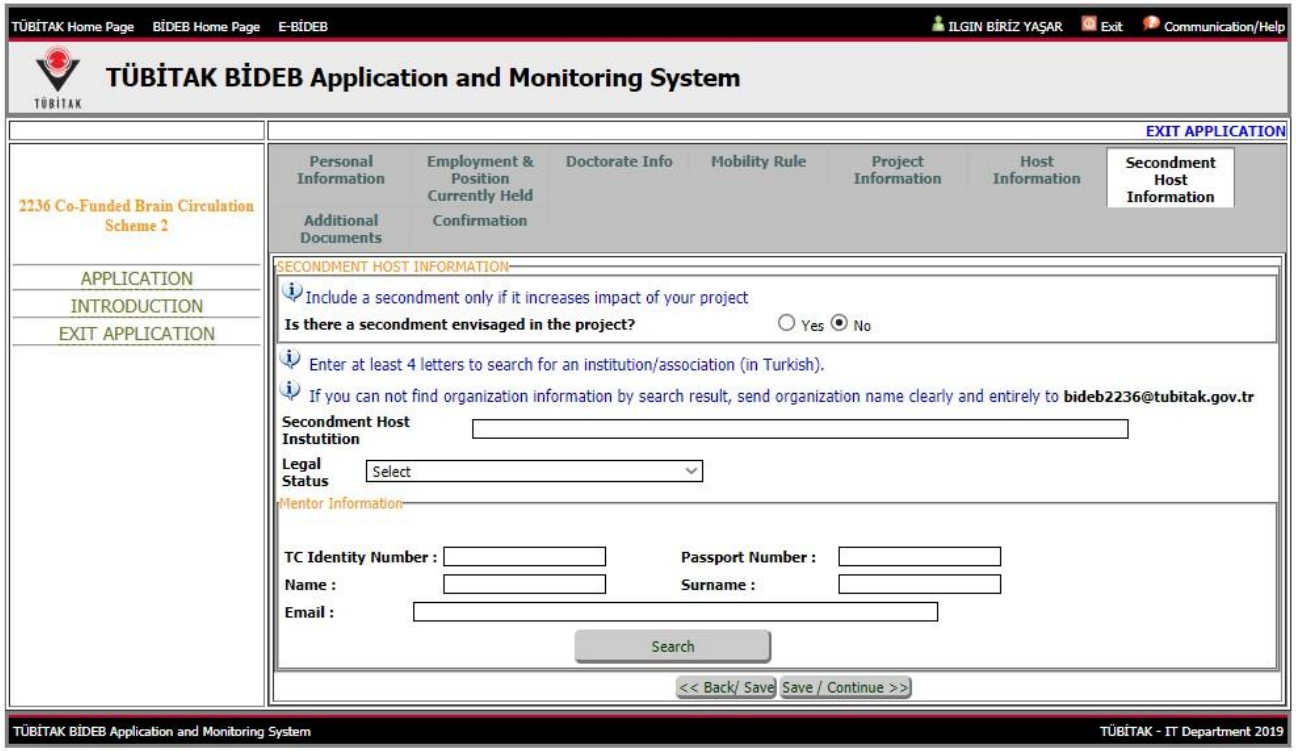
Mentor Information

Common Errors

- Either TC identity number or passport number must be filled
- Filling both TC identity number and passport number causing this error, you can delete passport number and continue
- TC Idendity Number/Passport Number doesn't match pair of Name-Surname-Email provided by you.
- Either you don’t write your mentors full name or your mentor is registered with different mail address
- Please make sure that all of personal and communication information of person to whom you want to add is registered and up-to-date in the Researcher Information System (ARBIS).
- Your mentor’s mandatory informations aren’t complete on ARBİS. He/she should follow the steps that are explained at the beginning of this document.

Secondment Information

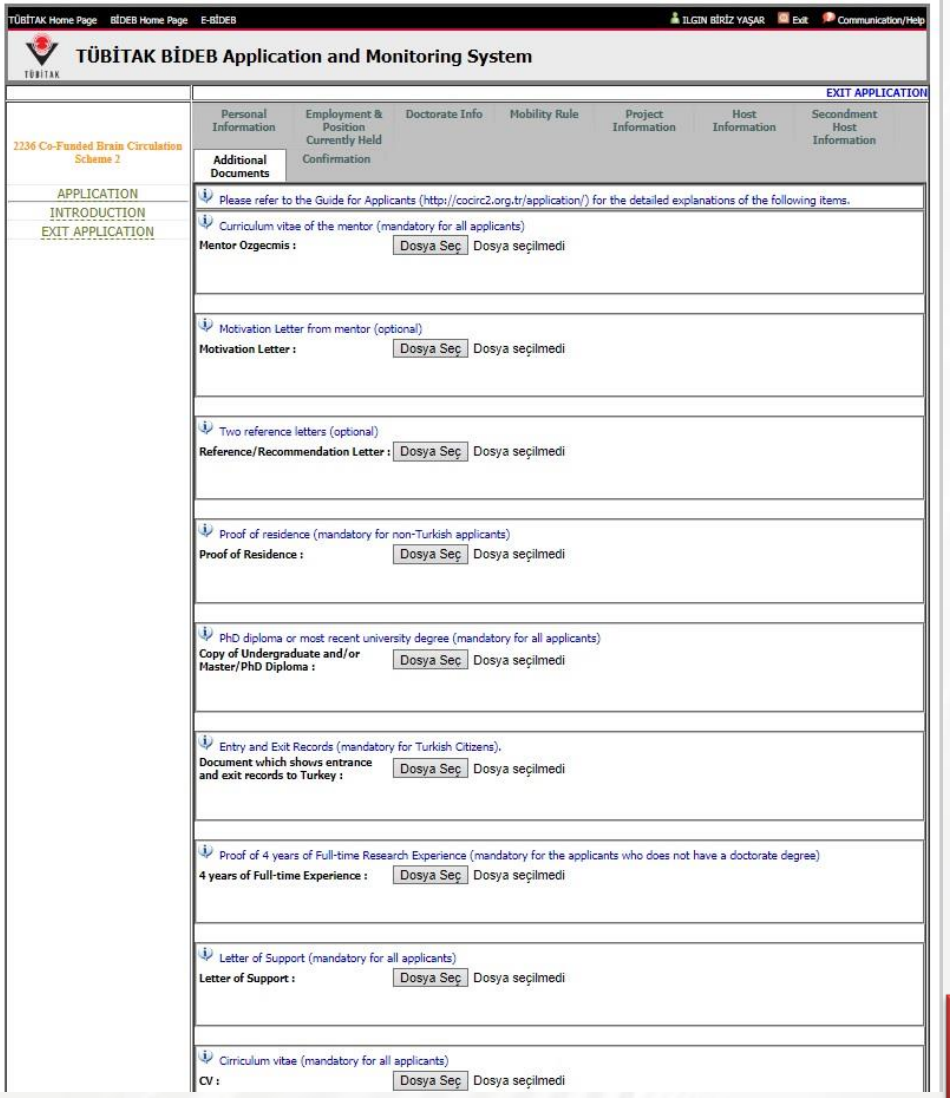
- Procedure is **SAME** with Host Information
- If you are having difficulties you can proceed without secondment. **<u>You can still propose it during the implementation phase and go to your secondment</u>**.



Proceed with Save / Continue

Additional Documents

- Applicants should submit their mandatory documents in this module



Proceed with Save / Continue

Additional Documents

Frequently asked questions

- Documents uploaded to the application system must be in **Turkish or English**. Documents prepared in other languages must be accompanied by their certified English translations.
- **Certified Diploma** means that the photocopy of the original diploma / transcript, needs to be stamped and signed by your institution (director, course coordinator, registrar) or notary.
- CV Template and Proposal Form can be found at program's web site.
- There is no template for «Letter of Support», it should include applicants and projects name and should be signed by **rector or vice rector.**
- Referance letters are **optional**.

TÜBİTAK

We are looking forward to receiving your application.

If you require any further information, feel free to contact with us.

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