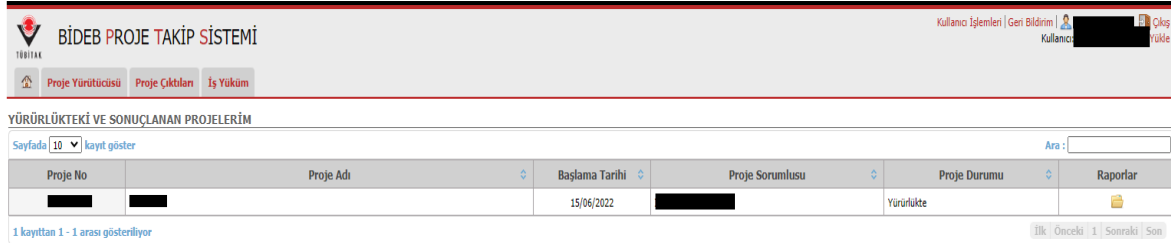


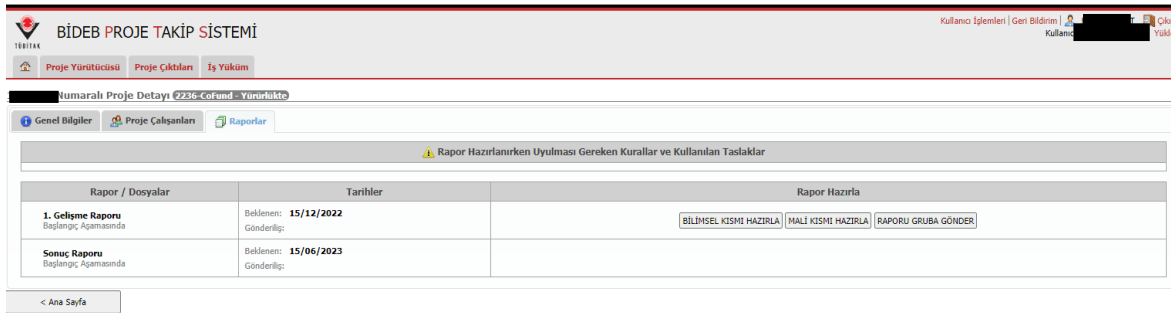
English Directive on the Preparation of Financial Reports

Step 1) Log in to the PTS system with your own user account. (<https://bideb-pts.tubitak.gov.tr/mainPage.htm>)

Step 2) Access the reports of the project by following the “Project Manager” > “Reports” (“Proje Yürütücüsü” > “Raporlar”).



Şekil1 Project Manager’s PTS screen



Şekil2 Project Report Preparation Screen

Step 3) Progress reports should be submitted within 2 weeks following the dates specified in the support contract, and the final report within one month following the end of the project. Within this duration, the progress report template of the CoCirculation2 program should be filled and added to the “Prepare Scientific Part” – “Bilimsel Kısmı Hazırla” field.

(<https://cocirc2.org.tr/progressandfinalreports/>)

Step 4) Enter the “Prepare Financial Section” – “Mali Kısmı Hazırla” screen to prepare the financial report covering the expenses made in progress report period of the project.

Step 5) After the reports for the relevant period are prepared, the process is completed by clicking "Send the Report to the Group" – “Raporu Gruba Gönder”.

NOTE: Your Financial Report should be prepared as EURO in TTS. Receipt dates should be taken as a basis while preparing the financial report.

For 12-month projects, 1 progress report and 1 final report should be prepared. For 24-month projects, 3 progress reports and 1 final report should be prepared. The expenditures made for each period over

the amounts specified in the budget report of the project should be added using the "Prepare Financial Section" screen. The sum of project expenditures should not exceed the total budget. The budget items included in 2236 projects are listed below:

- *01.3.1.02 Living & Mobility allowance / Geçici İşçilerin Ücretleri*: Project Salary payments will be made by your university as a gross monthly 5.050 Euro.
- *03.5.1.02 Research, Training and Networking costs / Araştırma ve Geliştirme Giderleri*: Consumption, equipment, service purchase, domestic and international travel expenses can be made from this allowance, the nature of which is determined by you.
- *07.1.5.90 Host institution budget / Kurum Hissesi*