

Application Guide for TUBITAK
ERC Principal Investigator
Programme (EBAG)

TUBITAK EBAG (ERC Principal Investigator Programme) has been established by TUBITAK European Union Programmes Coordination Office. ERC programme, under Horizon2020, has 13.1 billion Euro budget and funds the best researchers in Europe and EBAG programme aims to ensure that Turkish Research Area can fully benefit from ERC. This programme contains three sub-programmes that will help researchers throughout their ERC application.

The researchers who wish to apply for EBAG, first have to go through “**General Application**” process. Only after the researcher’s general application is accepted, he/she can apply for the sub-programmes, which are:

- Project Writing-Submission Training Support
- Project Pre-evaluation Support
- Interview Trainings Support

The EBAG application is **always open**. However, to be able to have a more reliable general application process, the applications should be completed **6 weeks before the deadline of the ERC call** that the researcher applies. For the sub-programmes the deadlines are as follows:

- Project Writing- Submission Training Support(10 days before the start of the training)
- Project Pre-evaluation Support (10 days before the deadline of the ERC call)
- Interview Trainings Support (10 days before the start of the training)

Since after the application, the evaluation starts immediately, to be able to benefit from the programme fully, it is suggested that the researchers apply to the programme as soon as possible and not wait until the deadline.

The trainings are outsourced and given by experts/expert consultancy firms/universities. The criteria can be found at the respective sub-programme section of this guide. To be able to find an expert/consultancy firm/university, it is suggested to get into contact with Technology Transfer Offices or Project Offices of researcher’s host institution. Please note that these experts/ consultancy firms/universities can have quiet busy schedules (especially the closer it gets to the deadline of the ERC call), so it is recommended to contact them early on to ensure the researcher has a slot.

The payment is made by the researcher first and then the expenses are reimbursed to the account of the researcher. For the reimbursement to happen, all invoices should be exhibited to TUBITAK. In certain cases where the invoice for the training cannot be acquired, please contact the EBAG programme officer.

EBAG General Application

Application Requirements

- The programme is aimed for researchers who will apply to ERC with their host institution in Turkey.
- The researcher should meet the eligibility criteria set by ERC for the call that he/she applies for.
- **The researcher can apply to EBAG once per each project per call.**

Documents for General Application

- EBAG Application Form (to be filled out online)
- B1 form of the ERC application
- Letter of Commitment (to be downloaded online and filled)
- Other documents that might be needed by TUBITAK for evaluation

How to apply?

- The applications should be done online and the webpage can be accessed at <http://destekler.h2020.org.tr/> . Excellent Science – ERC and the relevant call should be selected (ex. ERC-2020-AdG).
- To be able to apply, the researcher should have an up-to-date ARBIS account. You can access ARBIS at <https://arbis.tubitak.gov.tr/pages/bilgipinari/index.htm> .
- The documents that are signed should be sent to TUBITAK by post after online application is completed.

Evaluation of the application

- The application is mainly evaluated by two experts (commonly scientists who have ERC experience)
- If the researcher meets one of the criteria below, the application will be evaluated without the expert evaluation:
 - Principal Investigators who have been previously supported by ERC
 - Principal Investigators who have previously passed the first stage of ERC application
 - Researchers who have been supported by Marie Skłodowska-Curie or an equivalent EU programme
 - Awardees of TUBITAK Bilim Award, TUBITAK Özel Award, TUBITAK Tesvik Award and TUBITAK-TWAS Tesvik Award
 - Researchers who have been supported by EMBO (EMBO Installation, EMBO Young Investigator, EMBO Long Term Fellowship)
 - With regards to COST Programme, researchers who have suggested an action and has been approved,
 - Awardees of International TÜBA Academy Prizes,

- Researchers who have been supported by TÜBİTAK 2232 International Fellowship for Outstanding Researchers Program.

Principal Investigators who are applying only for “ERC Interview Support” after being invited to the interview

The researcher should indicate the relevant criteria that can be applied to their application.

Responsibilities of the Applicant

The applicant is obliged to apply to the relevant ERC call and should send the proof of submission (print screen of the submitted proposal) to TUBITAK at the latest two months after the call deadline.

Contact:

For all inquiries:

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Address: TÜBİTAK UIDB

Tunus Caddesi No:80 Kavaklıdere/Çankaya/ANKARA

EBAG Sub-Programmes

A.) Project Writing – Submission Training

This support is given to the early phases of proposal preparation where you might need help to transition from an idea to a proposal. It is also useful to understand the proposal writing in an ERC point-of-view.

A.1. How to apply?

- The researcher can apply to this sub-programme only after his/her “General Application” is approved
- The researcher can have maximum two trainings under one “General Application” . If the researcher would like to have two trainings, he/she should apply to the sub-programme two separate times.

A.2. Documents

- Draft Agenda of the training
- The profile of the consultancy firm/university (How many trainings have been performed, how many ERC grants does the university host...)
- The payment proposal prepared by the consultancy firm/university indicating the amount that they charge

A.3. Content of the training

The training should be specialized for ERC and should be focused on one or all of the following:

- Introduction of the ERC Programme
- What to do during preparation and application phase?
- How to convert the project idea to a written proposal?
- Things to consider during project proposal writing
- Financial planning (budget)
- Presentation of the project
- Other important points (ethical considerations, analyzing sample projects..)

This support cannot be used for in-house trainings or trainings that focus solely on ERC Project Management.

A.4. Eligibility Criteria for consultancy firm/university

The consultancy firm should have given at least 10 ERC Project Writing trainings

The university should have been the Host Institution of at least 20 ERC Project

A.5 What are the eligible costs?

The training and travel costs¹ up to 3000 Euros can be reimbursed. (Lunch, dinner, coffee break, training material costs that are not included in the main training package cannot be reimbursed)

The researcher can benefit from this support maximum 2 times.

A.6. Documents necessary for Reimbursement (should be sent by post)

- A signed report about the training (the format of the report determined by TÜBİTAK)
- Payment request letter
- Contract, Bill and/or Receipt indicating the cost of the training
- (Applicable for travel costs) All invoices and list of contents (“dizi pusulası”)

B.) Project Pre-evaluation Support

This support is generally given to the proposals where B1 and/or B2 is written (does not need to be completely written or ready) and feedback is needed to improve the proposals

B.1 How to apply?

- The researcher can apply to this sub-programme only after his/her “General Application” is approved
- The researcher can have only one training under one “General Application”.

B.2. Documents

- Proposal from the expert/consultancy firm including the amount that will be charged
- The profile of the expert/consultancy firm (How many pre-evaluations have been performed, references...)
- (In case the support is taken from an expert) CV of the expert

B.3. Content of the pre-evaluation

The pre-evaluation can be technical or scientific. For technical pre-evaluation, the content of the proposal can be evaluated in a non-scientific manner. For example the format, the page layout, the project management and the budget of the proposal can be evaluated and improved by experts. For scientific pre-evaluation, the proposal can be improved taking into account the scientific content of the proposal and profile of the principal investigator.

There is also the possibility of reimbursement of travel expenses that are for a meeting with an expert about the ERC proposal. The information about this travel

and all necessary documents should be specified in our online system at the latest 20 days before the travel.

B.4. Eligibility Criteria for consultancy firm/expert

For a consultancy firm to be eligible, it should have evaluated at least 5 ERC projects that got A score after the evaluation. For an expert to be eligible, he/she should meet at least one of the criteria

- a.) To evaluate at least 3 ERC projects that got A score after evaluation
- b.) To be an active or former ERC panelist (should not be a panelist for the relevant call and should not pose a conflict of interest)
- c.) To be an active or former Principal Investigator in an ERC Grant

TUBITAK would like to have the proof of the eligibility of the consultancy firm or expert. For pre-evaluation criteria, a signed letter from the PI or the firm that includes the acronyms of the projects is needed (if necessary consent from the PI of the project might be needed). For the panelist criteria a letter from European Commission is needed indicating that the expert is a panelist. Additional documents might be needed by TUBITAK in a case-by-case manner.

The expert/consultancy firm should be able to give the PI an invoice. This is necessary for the reimbursement. If you have any problems concerning this, please contact the programme coordinator.

The expert/consultancy firm should provide a pre-evaluation report.

The applicant decides for an expert/consultancy firm and informs TUBITAK. In case the expert/consultancy firm is ineligible, the applicant is asked to change his/her offer. The applicant is allowed to have one expert/consultancy firm per application. It is the responsibility of the applicant to sign additional agreements with the expert/consultancy firm about conflict of interest and IPR.

B.5 What are the eligible costs?

The cost of pre-evaluation and one travel cost¹ for the researcher to meet with the expert(s) are eligible.

	Maximum reimbursement
Pre-evaluation (expert)	In Turkey: 4500 TL Outside Turkey: 3000 Euros
Pre-evaluation (Consultancy Firm)	6000 Euros
Travel costs for pre-evaluation	1500 Euros

Please contact us if you have any doubts about the eligibility.

B.6. Documents necessary for reimbursement (should be sent by post)

- Signed payment request letter
- Contract, Bill or Receipt indicating the amount that is charged for the training

- (Applicable for travel costs) All invoices and list of contents (“dizi pusulası”). The travel costs do not include the fees that expert/consultancy firm demands due to face-to-face consultancy.

C.) Interview Trainings

ERC Starting Grant and ERC Consolidator Grant applicants who pass the first evaluation step are called for an interview in Brussels. This sub-programme supports these applicants to improve their presentation skills in a professional manner and work on the questions that panelists might ask during the interview about their projects.

C.1 How to apply?

- The researcher can apply to this sub-programme only after his/her “General Application” is approved.
- The researcher can have only one training under one “General Application”.

C.2. Documents

- Draft agenda of the training
- The profile of the expert/consultancy firm/university (How many interview trainings have been performed, references...)
- Proposal from the expert/consultancy firm/university indicating the amount that will be charged
- Interview invitation letter from ERC

C.3. Content of the training

The training should be specialized for ERC Interviews and should be focused on one or all of the following:

- Tips for ERC Interview Presentation
- Preparation of ERC Interview Presentation
- Preparation for panelists’ questions
- Other interview relevant subjects

This support cannot be used for in-house trainings that are hosted by the researcher

C.4. Eligibility Criteria for experts

The consultancy firm should have given at least 10 ERC Interview trainings

The university should have been the Host Institution of at least 20 ERC Project

The expert should have given at least 5 ERC Interview trainings

C.5 What are the eligible costs?

The training and travel costs² (in total) up to 2500 Euros can be reimbursed. (Lunch, dinner, coffee break, training material costs that are not included in the main training package cannot be reimbursed)

C.6. Documents necessary for Reimbursement (should be sent by post)

- A signed report about the training (the format of the report determined by TUBİTAK)
- Signed payment request letter
- Contract, Bill or Receipt indicating the amount that is charged for the training
- (Applicable for travel costs) All invoices and list of contents (“dizi pusulası”)

ANNEX

- The reimbursement cannot be done when a third person participates on behalf of/instead of the Principal investigator
- For more information about the eligible travel costs you can access “Uluslararası İşbirliklerine Katılımı Özendirmeye Yönelik Destek ve Ödül Programlarına İlişkin Usul ve Esaslar, 8. Madde, 2. Fıkra” or contact us.
- Within the context of travel costs, the total reimbursement cannot be more than 1500 Euros.
- For every night of accommodation 60 TL (If the travel is within Turkey) or 60 Euros (if the travel is outside Turkey) as a daily allowance can be reimbursed. For accommodation up to three times the daily allowance can be reimbursed if it is properly documented.