



## **Application Guide for TÜBİTAK Coordinators Support Program**

Support Program for 'EU FP Coordinators', has been established by TÜBİTAK for encouraging Turkish Institutions to lead consortia in projects submitted under EU FP calls and increase their success rate of them in European Union Framework Program (EU FP). There are five sub-supports within the scope of the program.

The coordinators, who wish to apply for the support, have to go through the "General Application" process first. Following the approval of the general application to the Coordinators Support Program, a new application must be made for each of the sub-supports and approval must be obtained from TÜBİTAK.

### ➤ **Travel Support for Consortium Building Activities**

This support is designed for potential coordinator/project team for their participation in meetings/events/negotiate with the European Commission. Their travel and accommodation costs are covered within up to 4 travels per project.

### ➤ **Organization Support for Consortium Building Meeting**

This support is designed for organizations lasting a maximum of 2 days in Turkey or abroad. The casts of venue, catering, technical equipment, and travel for two representatives from the project team will be covered.

### ➤ **Training for Project Writing and Submission Process**

This support is designed for coordinator candidate or project team (up to 3 people) for their participation in training (Financial Issues, IPR, Project idea compiling, etc.). The cost of training fee, travel and accommodation will be covered.

### ➤ **Project Writing Support**

This support is designed for candidate coordinators who want their idea to be converted into the project by experts or organizations that meet the TÜBİTAK's criteria.

### ➤ **Project Pre-evaluation Support**

This support is designed for candidate coordinators who want their project proposals to be reviewed by experts or organizations that meet the TÜBİTAK's criteria.

## **CLUSTERS and CALLS COVERED BY SUPPORT**

Within the scope of the Coordinators Support Program, applications can be made for the following topics, which are under the EU FP components:



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- *Global Challenges and European Industrial Competitiveness*
  - Health
  - Culture, Creativity, and Inclusive Society
  - Civil Security for Society
  - Digital, Industry, and Space
  - Climate, Energy, and Mobility
  - Food, Bioeconomy, Natural Resources, Agriculture and Environment
  
- *Innovative Europe*
  - European Innovation Council
  - European Innovation Ecosystems
  
- *Excellent Science*
  - MSCA (Marie Skłodowska-Curie) Actions
    - Doctoral Networks
    - Staff Exchange
  - Research Infrastructures
  
- *Other Areas*
  - Widening Participation and Strengthening the European Research Area
    - Widening Participation and Spreading Excellence
    - Reforming and Enhancing the European R&I system
  - Institutionalized European Partnerships (IEP)
  - Eurostars-3
  - PRIMA (The Partnership for Research and Innovation in the Mediterranean Area)
  - Missions

### TIME for APPLICATION

The applications should be completed **45 days** before the deadline of the EU FP call that the coordinator applies. Application time limit is differentiated for the following calls:

- For Institutionalized European Partnerships (IEP) calls and 2 nd phase of calls: 30 days before the deadline of the relevant call.
- Support program is continuously open for EIC Accelerator Short Applications.
- To comply with the closing date of the calls, the deadlines for some calls can be determined on the web page.

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**IMPORTANT NOTE:** Applicants are advised to apply to support without waiting for the application deadline. The reason for this is that since the evaluation period takes 2-4 weeks if the service purchase will be started with the support guarantee to be received from TÜBİTAK, a long period may remain for the service purchase.

Application deadlines for sub-supports are given below:

- Travel Support for Consortium Building Activities: **10 days** before the date of the travel
- Organization Support for Consortium Building Meeting: **10 days** before the organization
- Training for Project Writing and Submission Process: **10 days** before the date of the training
- Project Writing Support: Before the closing date of the call subject to the application
- Project Pre-evaluation Support: Before the closing date of the call subject to the application

### GENERAL APPLICATION

#### Application Requirements

- The program is aiming at Turkish Institutions to lead consortia in EU FP projects and increase their success rate of them in EU FP.
- The researcher could be supported once per call.

#### Documents for General Application

- Application Form (to be filled in online)
- CVs (to be uploaded online)
  - To be able to apply, the researcher should have an up-to-date ARBIS account where to access at <https://arbis.tubitak.gov.tr/>.
- List of project experiences (to be uploaded online)
- Other documents to be requested by TÜBİTAK during the evaluation process

#### How to apply?

- Applications are received online and with e-signature via the link <https://uidb-destekodul.tubitak.gov.tr/> in the following order:
  1. The applicant
  2. The authorized signatory of the organization



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- After the application approval, 7 calendar days are given for the electronic signature process. After the application steps are completed, the "Approve Application" button must be pressed, the e-signature process must be started and it must be ensured that the e-signature process is completed before the specified application deadline; otherwise, the application will be considered incomplete and will not be evaluated.
- It is important to make timely applications to Electronic Certificate Service Providers authorized by the Information Technologies and Communication Authority to obtain QC (Qualified Electronic Certificate), and the execution of this process is entirely the responsibility of the project coordinators.
- For more detailed information about the e-signature application process, please click [here](#). For your questions and suggestions, you can send an e-mail to [ardeb.e-imza@tubitak.gov.tr](mailto:ardeb.e-imza@tubitak.gov.tr).
- Documents uploaded to the electronic application system during the application should not be sent separately as hard copies.

### **Evaluation of the Application**

- The general evaluation regarding the applications made to the Coordinators Support Program is made by the Evaluation Board.
- Applications are sent to at least 2 external consultants before the Evaluation Board meeting for their opinions, and the support decision is made by taking these opinions into account.
- After the approval of the general application and the notification of the result to the coordinator candidate, the applications made by the coordinator candidate for each sub-support including the travel to be benefited within the scope of the application are evaluated by the Evaluation Commission within the body of TÜBİTAK International Cooperation Department.
- The applicant determines the expert person or institution to be served by the published criteria and notifies TÜBİTAK during the sub-support application. If the expert person or organization to be served is found insufficient by TÜBİTAK within the scope of the relevant criteria and the purpose of the support, the expert person or organization's proposal is requested to be changed and a document submitted to TÜBİTAK again.

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### Preliminary Review Criteria:

- Applications are subject to review by the support officer within the framework of the issues listed below, and in the following cases, the application is returned without being evaluated:
  - The application form and the information in its annex are not filled in completely and completely,
  - For multi-partner projects, at least one of the project consortium organizations is from an EU member state; not specifying 3 organizations from at least 3 different countries participating in the Horizon Europe Program,
  - If there are special conditions for the call, this is not met.

### Evaluation Criteria:

- The Evaluation Board and external consultants consider the following eligibility criteria in the evaluation of applications:
  - ✓ Excellence
  - ✓ Impact
  - ✓ Implementation

### **Responsibilities of the Applicant**

The applicant is obliged to submit eligibility his/her proposal to the European Commission relevant call and should send the proof of submission (print screen of the submission page) to TÜBİTAK at the latest two months after the call deadline.

### **SUB-SUPPORT PROGRAMS**

Within the scope of the “Procedures and Principles for Support and Award Programs to Encourage Participation in International Cooperations of TÜBİTAK”, individuals whose applications to the “Coordinatorship Support Program” are eligible to be supported, can print projects from expert persons/organizations that comply with the criteria published by TÜBİTAK on the EU FP official website. They can receive project pre-evaluation and/or project writing-presentation training services.

The expert person/organization criteria are determined based on the past EU WP experiences of the individuals/organizations and are calculated using the scoring method. Applicants determine the expert person or institution from which they will receive service by the published criteria and notify TÜBİTAK.



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The applicant determines the expert person or institution to be served in accordance with the published criteria and notifies TÜBİTAK during the sub-support application. If the expert person or organization from which the service will be received is found insufficient by TÜBİTAK within the scope of the relevant criteria and the purpose of the support, the expert person or organization's proposal is requested to be changed and a document is submitted to TÜBİTAK again, and the result regarding the eligibility is notified to the applicant via e-mail.

**IMPORTANT NOTICE:** After the sub-support application is made, the service should not be started before the result e-mail and the approval of the experts/expert organizations is received. In case of initiation, all risks that will arise belong to the applicant. Since TÜBİTAK is not a party to the contracts made with the experts/expert organizations and is only a support provider, it is not responsible for the fees incurred for the services subject to sub-support applications that are not approved.

Experts/expert organizations that meet the criteria for Multi-Partner Projects, EIC Pathfinder and EIC Transition Programs Projects, Partnered and Non-Partnered IEP Projects, will also be directly suitable for as well as European Innovation Council (EIC) Accelerator Program and Eurostars-3 projects. Each experts/expert organization that is planned to receive service for EIC Accelerator and Eurostars-3 projects must prove that they have met the current criteria within the last 2 years, based on the call cut-off date, which is the subject of the application (projects for which the experts/expert organizations have met the criteria before the last 2 years will not be considered). If the experts/expert organizations to be served is found insufficient by TÜBİTAK within the scope of the relevant criteria, the applicant is requested to change experts/expert organizations.

It is the applicant's responsibility to conclude all agreements, including the Intellectual Property Rights (IPR) confidentiality agreement, which may be drawn up for the protection of the project idea related to service procurement.

**IMPORTANT NOTICE:** It is expected that supporting documents provided for project writing and pre-evaluation services to reflect the content of the services provided by the expert/organization. In case the content of the service is not clearly understood from the supporting document provided, additional supporting documents may be requested.

### **A. Training for Project Writing and Submission Process**

This support aims at teaching the potential coordinator candidates about transition an idea to a proposal, preparation proposal with all the aspects.

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### A.1. How to apply?

- The researcher can apply to this sub-program only after his/her “General Application” is approved.
- Through the online application system, all required documents should be loaded.

### A.2. Documents

- Draft agenda of the training
- The list of the training fitting the criteria
- The proforma offer prepared by the consultancy firm about the cost of the training

### A.3. Eligibility Criteria for Consultancy Firm

- Having provided at least 20 training within Horizon 2020 and Horizon Europe Program, at least 5 of which should be related to project writing-submitting, and
- The trainer has at least 4 years of EU FP experience.

### A.4. What are the eligible costs?

The training and travel costs of the coordinator candidate and 2 members of the project team will be covered for up to 2 days in Turkey or abroad.

Two types of training are in the scope of the support:

1. General Training:

Participation Fee:

- Outside of Turkey: 500 Euro (per day)
- In Turkey: 1.000 TL (per day)
- Travel costs: up to 1.500 Euro for each participant.

2. Special Training (agenda determined according to project proposal)

- If the trainer comes from another country or the training is located outside of Turkey: 1.500 Euro (per day)
- If the trainer comes from Turkey and the training is located in Turkey: 3.000 TL (per day)
- Travel costs: up to 1.500 Euro for each participant.
- Travel costs of trainer **will not be covered**.

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### A.5. 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

### B. Project Pre-evaluation Support

This support aims at written projects, which do not need to be completely written or ready, to get feedback to improve the proposals from the experts.

#### B.1 How to apply?

- The researcher can apply to this sub-program only after his/her “General Application” is approved
- Eligibility form for pre-evaluation criteria should be filled in and the proof documents should be provided by expert organization / individual expert

#### B.2. Documents

- Proforma offer
- Eligibility form for pre-evaluation criteria
- Proof documents

#### B.3. Eligibility Criteria for Individual Experts

Criteria include experiences from the Horizon 2020 Program and Horizon Europe Program. For two-stage calls, the result of the second stage is considered.

Consultant firms that meet the criteria of the project writing service will also be directly eligible to provide project pre-evaluation service.

#### ➤ **Multi Partner / EIC Pathfinder/ EIC Transition / Single Partner JTI / Single Partner IEP Project**

At least 85 points must be collected to provide project pre-evaluation service.

- If the individual expert has given project writing service to a coordinator of a:





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- ✓ Funded other project : **50 points**
- OR
- ✓ Other project having at least 10 points : **35 points**
  
- If the individual expert has given project pre-evaluation service to a coordinator of a:
  - ✓ Funded other Project : **35 points**
  - OR
  - ✓ Other project having at least 10 points : **20 points**
  
- If the individual expert has submitted the below project as coordinator:
  - ✓ Funded other Project : **50 points**
  - OR
  - ✓ Other project having at least 10 points : **35 points**
  
- If the individual expert, as a European Commission expert evaluator, has evaluated:
  - ✓ Other projects (Single stage calls or second stage of two-stage calls) : **8 points**

### ➤ **EIC Accelerator Full Applications and Eurostars-3 Projects**

At least 100 points must be collected to provide project pre-evaluation service.

For projects where the expert provides project writing services or submits as a coordinator:

- EIC Accelerator project invited to the interview stage by the European Commission: **100 points**
  
- EIC Accelerator project that has successfully passed the short application and is eligible to submit a full application: **35 points**
  
- Eurostars-3 project that has been awarded support by the European Commission: **50 points**
  
- Full application evaluated as a reviewer within the EIC Accelerator Program: **20 points**
  
- Short application evaluated within the EIC Accelerator Program: **7 points**

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### B.4. Eligibility Criteria for Consultancy Firms

Criteria include experiences from the Horizon 2020 Program and Horizon Europe Program. For two-stage calls, the result of the second stage is considered.

Consultant firms that meet the criteria of the project writing service will also be directly eligible to provide project pre-evaluation service.

To be able to provide project pre-evaluation service, at least **100 points** must be collected by the consultancy firms:

#### ➤ **Multi Partner / EIC Pathfinder/ EIC Transition / Single Partner JTI / Single Partner IEP Project**

- If the expert organization has given project writing service to a coordinator of a:
  - ✓ Funded other project : **50 points**
- OR
- ✓ Other project having at least 10 points : **35 points**
  
- If the expert organization has given project pre-evaluation service to a coordinator of a:
  - ✓ Funded other project : **35 points**
- OR
- ✓ Other project having at least 10 points : **20 points**
  
- If the expert organization has submitted the below project as coordinator:
  - ✓ Funded other project : **50 points**
- OR
- ✓ Other project having at least 10 points : **35 points**

#### ➤ **EIC Accelerator Full Applications and Eurostars-3 Projects**

For projects where project writing services are provided to the coordinator or where the expert organization submits as the coordinator:

- EIC Accelerator project invited to the interview stage by the European Commission: **100 points**
  
- EIC Accelerator project that has successfully passed the short application and is eligible to submit a full application: **35 points**

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- Eurostars-3 project that has been awarded support by the European Commission: **50 points**

### B.5. What are the eligible costs?

Call Type	Individual Expert Turkey	Individual Expert Outside of Turkey	Consultancy Firm Turkey	Consultancy Firm Outside of Turkey
Two-Stage Calls (1st &2nd Stage)	12.000 TL	4.000 Euro	80.000 TL	8.000 Euro
Eurostars-3 Calls	6.000 TL	2.000 Euro	15.000 TL	3.000 Euro
EIC Accelerator Calls (Full Application)	12.000 TL	3.000 Euro	50.000 TL	5.000 Euro
Other Calls (Including EIC Pathfinder and EIC Transition calls)	12.000 TL	4.000 Euro	80.000 TL	8.000 Euro

\* It is possible to partially utilize the upper limits provided for two-stage projects collectively in the 1st or 2nd stage or receive support for both stages, as long as the upper limits are not exceeded.

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

- Invoice
- Payment letter

## C. Project Writing Support

This support aims at written projects, which does not need to be completely written or ready, to get feedback to improve the proposals from the experts.

### C.1. How to apply?

- The researcher can apply to this sub-program only after his/her “General Application” is approved
- Eligibility form for pre-evaluation criteria should be filled in and the proof documents should be provided by expert organization / individual expert

### C.2. Documents

- Proforma offer

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- Eligibility form for writing criteria
- Proof documents for the criteria

### C.3. Eligibility Criteria for Individual Experts

Criteria include experiences from the Horizon 2020 Program and Horizon Europe Program. For two-stage calls, the result of the second stage is considered.

Individual experts that meet the criteria of the project writing service will also be directly eligible to provide project pre-evaluation service.

#### ➤ **Multi Partner / EIC Pathfinder/ EIC Transition / Single Partner JTI / Single Partner IEP Project**

To able to provide project writing service, at least **85 points** must be collected by the individual expert:

- If the individual expert has given project writing service to a coordinator of a:
  - ✓ Funded other project : **50 points**
  - OR
  - ✓ Other project having at least 10 points : **35 points**
- If the individual expert has submitted the below project as coordinator:
  - ✓ Funded other Project : **50 points**
  - OR
  - ✓ Other project having at least 10 points : **35 points**
- If the individual expert, as a European Commission expert evaluator, has evaluated:
  - ✓ Other project (Single stage calls or second stage of two-stage calls) : **6 points**

#### ➤ **EIC Accelerator Short Applications and Eurostars-3 Projects**

To be able to provide project writing service, at least **100 points** must be collected by the individual expert.

For projects where project writing services are provided to the coordinator or where the expert organization submits as the coordinator:

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- Horizon 2020 SME Instrument Phase 1 or Eurostars 2/Eurostars 3 project that has been awarded support by the European Commission: **50 points**
- EIC Accelerator project that has successfully passed the short application and is eligible to submit a full application: **100 points**
- Horizon 2020 SME Instrument Phase 2 project that has been awarded support by the European Commission: **100 points**
- EIC Accelerator project invited to the interview stage by the European Commission: **100 points**
- Full application evaluated within the EIC Accelerator Program: **20 points**
- Short application evaluated within the EIC Accelerator Program: **7 points**

### ➤ EIC Accelerator Full Applications

To be able to provide project writing service, at least **100 points** must be collected by the individual expert.

For projects where project writing services are provided to the coordinator or where the expert organization submits as the coordinator:

- EIC Accelerator project invited to the interview stage by the European Commission: **100 points**
- EIC Accelerator project that has successfully passed the short application and is eligible to submit a full application: **35 points**
- Eurostars-3 project that has been awarded support by the European Commission: **50 points**
- Full application evaluated as a reviewer within the EIC Accelerator Program: **10 points**
- Short application evaluated as a reviewer within the EIC Accelerator Program: **5 points**

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### C.4. Eligibility Criteria for Consultancy Firms

Criteria include experiences from the Horizon 2020 Program and Horizon Europe Program. For two-stage calls, the result of the second stage is considered.

Consultant firms that meet the criteria of the Project Writing Service will also be directly eligible to provide project pre-evaluation service.

At least **100 points** must be collected to provide a project writing service.

#### ➤ **Multi Partner / EIC Pathfinder/ EIC Transition / Single Partner JTI / Single Partner IEP Project**

- If the expert organization has given project writing service to a coordinator of a:
  - ✓ Funded other project : **50 points**
  - OR
  - ✓ Other project having at least 10 points : **35 points**
  
- If the expert organization has submitted the below project as coordinator:
  - ✓ Funded other Project : **50 points**
  - OR
  - ✓ Other project having at least 10 points : **35 points**

#### ➤ **EIC Accelerator Short Applications and Eurostars-3 Projects**

For projects where project writing services are provided to the coordinator or where the expert organization submits as the coordinator:

- Horizon 2020 SME Instrument Phase 1 or Eurostars 2/Eurostars 3 project that has been awarded support by the European Commission: **50 points**
  
- EIC Accelerator project that has successfully passed the short application and is eligible to submit a full application: **100 points**
  
- Horizon 2020 SME Instrument Phase 2 project that has been awarded support by the European Commission: **100 points**

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- EIC Accelerator project invited to the interview stage by the European Commission: **100 points**

### ➤ EIC Accelerator Full Applications

For projects where project writing services are provided to the coordinator or where the expert organization submits as the coordinator:

- EIC Accelerator project invited to the interview stage by the European Commission: **100 points**
- EIC Accelerator project that has successfully passed the short application and is eligible to submit a full application: **35 points**
- Eurostars-3 project that has been awarded support by the European Commission: **50 points**

### B.5 What are the eligible costs?

Call Type	Individual Expert Turkey	Individual Expert Outside of Turkey	Consultancy Firm Turkey	Consultancy Firm Outside of Turkey
Two-Stage Calls (1 st & 2nd Stage)	20.000 TL	10.000 Euro	150.000 TL	15.000 Euro
Eurostars-3 Calls	10.000 TL	4.000 Euro	25.000 TL	5.000 Euro
EIC Accelerator Calls (Full Application)	15.000 TL	6.000 Euro	100.000 TL	10.000 Euro
EIC Accelerator Calls (Short Application)	5.000 TL	1.500 Euro	10.000 TL	2.000 Euro
Other Calls (Including EIC Pathfinder and EIC Transition calls)	20.000 TL	10.000 Euro	150.000 TL	15.000 Euro

\* It is possible to partially utilize the upper limits provided for two-stage projects collectively in the 1st or 2nd stage or receive support for both stages, as long as the upper limits are not exceeded.

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

- Invoice
- Payment letter

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### **D. PAYMENT PROCEDURE**

Invoices or self-employment vouchers must be issued by the individual experts for the services they provide. Where these documents cannot be provided, invoices may be made based on the business partners, their partners, or the companies they are the owners of. Individual experts must prove their links to the billing company with official documentation. In such cases, payment shall be made to the relevant organization within the limits of the individual experts.

- The date of issuance of documents related to services under sub-supports should be before the call deadline and after the approval date of the application for support.
- Expenditure documents must be sent to TÜBİTAK within 2 months following the travel/activity/service procurement.
- Payments are made after the originals of the invoices or invoice copies certified by the financial consultant of the corporation are sent to TÜBİTAK.
- In organization support for consortium building meetings, payment may be made in advance if deemed necessary.
- The amount of support is paid by the person/organization receiving the consultancy service.

### **E. OBLIGATIONS AND LIMITATIONS**

- Coordinator candidates whose have accepted a general application to the Coordinators Support Program are required to apply for each sub-support they wish to benefit from under this application.
- Within an approved general application, only one of the Project Writing Support and Project Pre-Evaluation Support can be chosen. It is not possible to benefit from both sub-supports within the same general application.
- Within an approved general application, only one of the Project Writing Support and Project Writing-Submission Training Support can be chosen. It is not possible to benefit from both sub-supports within the same general application.
- Within a supported general application, Project Writing Support or Project Pre-Evaluation Support can be utilized once.
- If the coordinator candidate has previously received Project Writing Support, for repeated applications within the same call, the support scope can be converted to Pre-Evaluation Support at the discretion of the Evaluation Board.
- If a coordinator candidate re-applies to the Support Program with the same application within the same call, the support application will not be evaluated. The applicant may be requested to provide an explanation, if necessary, to demonstrate the differences of the new application from the previous one.





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- Coordinator candidates, upon benefiting from the support, are obliged to submit their projects to the European Commission as Coordinators in accordance with the relevant rules, and provide a screenshot confirming the submission of the project to the relevant program officer within two months from the call closing date (Support decision notification date for EIC Accelerator short applications, or the call cut-off date for other EIC calls).
- For applications that are approved by TÜBİTAK and will make a full application to the EIC Accelerator program, the support can be utilized and the project can be submitted to the European Commission within 1 year, taking into account the call cut-off dates.

### **Contact:**

### **For all inquiries:**

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