

March 17, 2107

Dear Colleagues,

As you may know, within the framework “BAP Principles and Procedures” to be effective in 2017, it was decided to subsist granting “**Scientific Meeting (Conference) Participation Support**” separately from the project budget and the 25% additional budget. Taking into consideration the present situation, in order to provide conference support for many researchers and at the same time to be able to continue to distribute the BAP budget on project basis to maximum number of researchers, changes have been made.

Travel requests for conferences scheduled on and after June 1, 2017 will be supported as follows:

1. Conference support for Standard (P code) projects:

- a. Conference support will be granted within the 25% percent additional budget and up to 9.000 TL budget ceiling.
- b. During the evaluation of travel request, first consideration will be the existence of previous use of 25% additional budget. The used amount will be deducted from the travel budget to be granted.
- c. For those projects whose 25% additional budget limit is less than 9.000 TL, a travel budget up to 9.000 TL may be granted. The remainder of the travel budget after expenditures deducted will be returned to the BAP budget.
- d. Requests will continue to be made as “Seyahat Talebi” [Travel Request] over the Bilim İnsanı Portalı [Scholar Portal] along with the letter of appointment (görevlendirme yazısı) issued by the Executive Board of the Faculty/Institute/School.

2. Conference support for Doctorate (D code) projects:

- a. Conference support requests for the related doctorate student should be of priority.
- b. Conference support will be granted only within the 25% additional budget and up to 9.000 TL budget ceiling.
- c. During the evaluation of travel request, first consideration will be the existence of previous use of 25% additional budget. The used amount will be deducted from the travel budget to be granted.
- d. For those projects whose 25% additional budget limit is less than 9.000 TL, a travel budget up to 9.000 TL may be granted. The remainder of the travel

budget after expenditures deducted will be returned to the BAP budget pool.

- e. Requests will continue to be made as “Seyahat Talebi” [Travel Request] over the Bilim İnsanı Portalı [Scholar Portal] along with the letter of appointment (görevlendirme yazısı) issued by the Executive Board of the Faculty/Institute/School.

3. Conference support for Complementary Support (M code); Multi-disciplinary (R code); Infrastructure (S code); Strategic Research in Humanities (SBA code); Advanced Technology Application and Development (TUG code) projects:

- a. As granting 25% additional budget for M, R, S, SBA and TUG code projects is not a standard procedure, allowances in the project budget up to 9.000 TL ceiling will be taken to the BAP pool with budget return receipt, the expenses (limited to the amount taken from project budget and to 9.000 TL ceiling) made against the related documents will be transferred as additional travel budget at the time of completion of travel expenditure process. The unused amount will be returned to the project budget. No advance payment may be requested in this case.
- b. In case there is no allowance in the project budget, travel expenses will not be compensated.
- c. Requests will continue to be made as “Seyahat Talebi” [Travel Request] over the Bilim İnsanı Portalı [Scholar Portal] along with the letter of appointment (görevlendirme yazısı) issued by the Executive Board of the Faculty/Institute/School.

4. Conference support for Start-Up (SUP code) projects:

- a. The conference support will be granted within the additional travel budget and up to 9.000 TL budget ceiling.
- b. Requests will continue to be made as “Seyahat Talebi” [Travel Request] over the Bilim İnsanı Portalı [Scholar Portal] along with the letter of appointment (görevlendirme yazısı) issued by the Executive Board of the Faculty/Institute/School.

5. Second travel support for assistant professors and instructors with a doctorate degree for all project types:

- a. The following grant will be continued to be provided: The young assistant professors or instructors with a doctorate degree, who have started working full time, are given a second foreign travel support for 3 years starting from the date they started work to present papers, to be listeners, to participate workshops to develop joint projects and to initiate collaborations apart from the BAP support given once a year to present

papers in international scientific meetings. In case the travel is requested to be a listener, to participate a workshop, to develop joint projects or to initiate collaborations, a detailed explanation about the nature and the necessity of the travel request is to be presented to the BAP Committee at the time of travel request.

- b.** To support the second travel of assistant professors and instructors, allowances in the project budget up to 9.000 TL ceiling will be taken to the BAP pool with budget return receipt, the expenses (limited to the amount taken to the BAP budget and to 9.000 TL ceiling) made against the related documents will be transferred as additional travel budget at the time of completion of travel expenditure process. The unused amount will be returned to the project budget. No advance payment may be requested in this case.
- c.** In case there is no allowance in the project budget, travel expenses for the second travel will not be compensated.
- d.** Requests will continue to be made as “Seyahat Talebi” [Travel Request] over the Bilim İnsanı Portalı [Scholar Portal] along with the letter of appointment (görevlendirme yazısı) issued by the Executive Board of the Faculty/Institute/School.

Best regards,

Prof. Dr. Aşın Ertüzün
On the behalf of BAP Committee