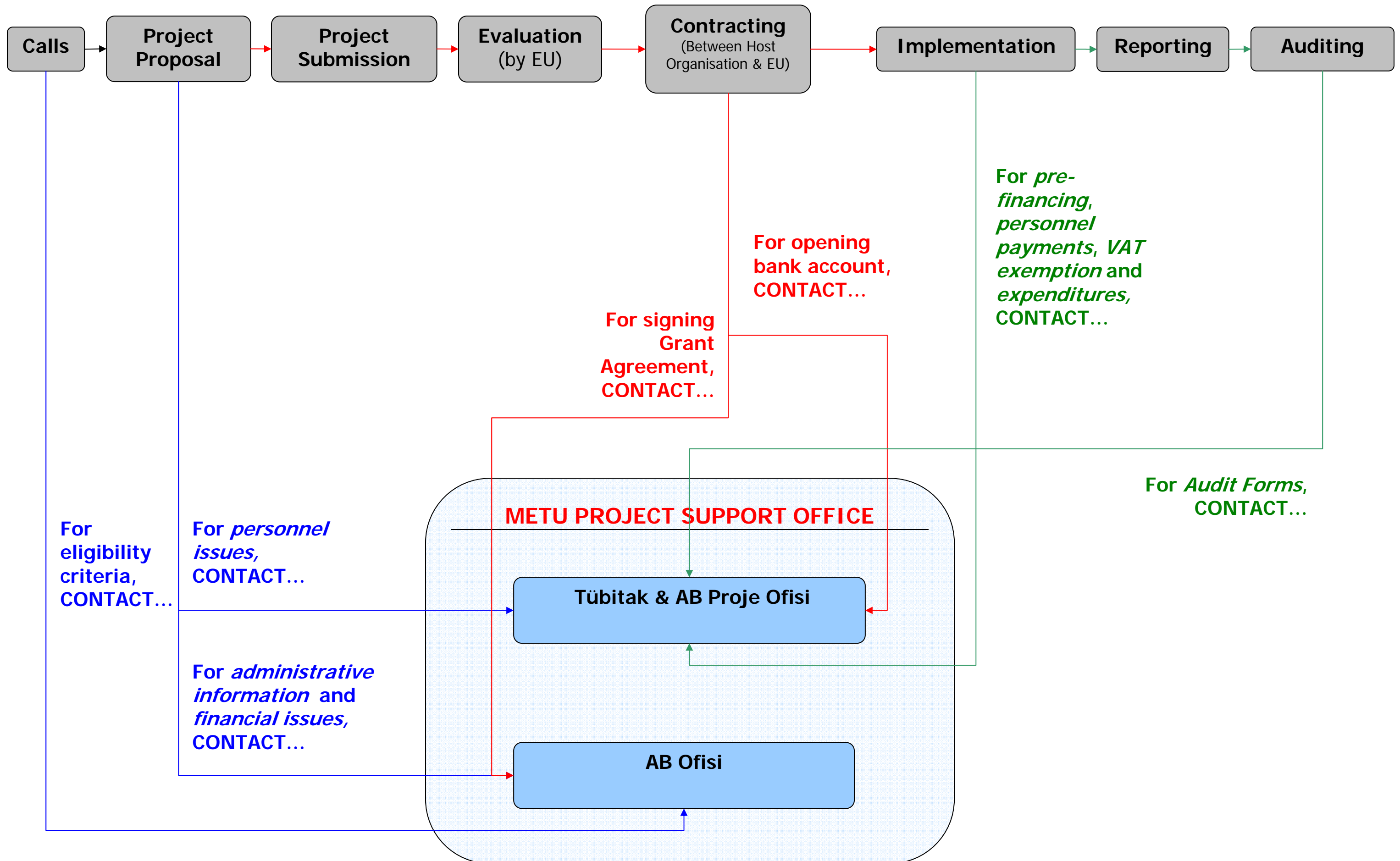


**FP7 CAPACITIES SPECIFIC PROGRAMME
APPLICATION & IMPLEMENTATION PROCESS IN METU**



FP7 CAPACITIES SPECIFIC PROGRAMME APPLICATION & IMPLEMENTATION PROCESS

Calls

Researchers should keep track of the recently published calls via **Research Highlights** or **CORDIS/ TUBITAK Calls Page**.

Researchers should find the right call which meets their needs. Then, they should check their eligibility. Researchers can do the eligibility test on their own by referring to the documents attached to the calls: *call fishe*, *guide for applicants* and *work programmes* (please keep in mind that eligibility criteria are updated each year) or contact **AB Ofisi** (researchers can also refer to the **National Contact Points at TUBITAK**).

Project Proposal

Researchers, at this stage are expected to complete two standart forms: Part A (administrative info about the institution, general info about the project and researchers and the budget). They can get the required information on Part A from **AB Ofisi**. For personnel issues, **TAB Ofisi** can provide the related info.

Part B is the responsibility of the researcher.

Submission

Researchers upload their research project proposals via EPSS (Electronic Project Proposal Submission System) in CORDIS.

Evaluation

Projects are evaluated by independent experts in panels.

Succesfull researchers are informed about the evaluation results in about four months' time.

Contracting

Commission asks researcher to sign the Grant Agreement. Prior to this stage, project proposals are checked in terms of the accuracy of the declared information by the **AB Ofisi** and signed by the Legal Entity Appointed Representative of METU (Prof. Dr. M. Tuncay Birand, Vice-President).

Project partners are asked to a open bank account for that specific project. In the meanwhile, researchers are expected to contact **TAB Ofisi**.

Implementation

After signing the Grant Agreement, the project starts, the Commission sends the advance payment. Researchers should contact **TAB Ofisi** for pre-financing, personnel payments, VAT exemption and expenditures.

Reporting

In each project, there are different reporting periods depending on the type of projects (annual, intermediate, etc). Researchers are responsible for reporting on time.

Auditing

FP Projects can go through audits during the lifetime of the project and/or after its completion. Keeping the related necessary documentation is the responsibility of the researcher (up to 5 years following the completion of the project).

Audit forms are checked by **TAB Ofisi**.