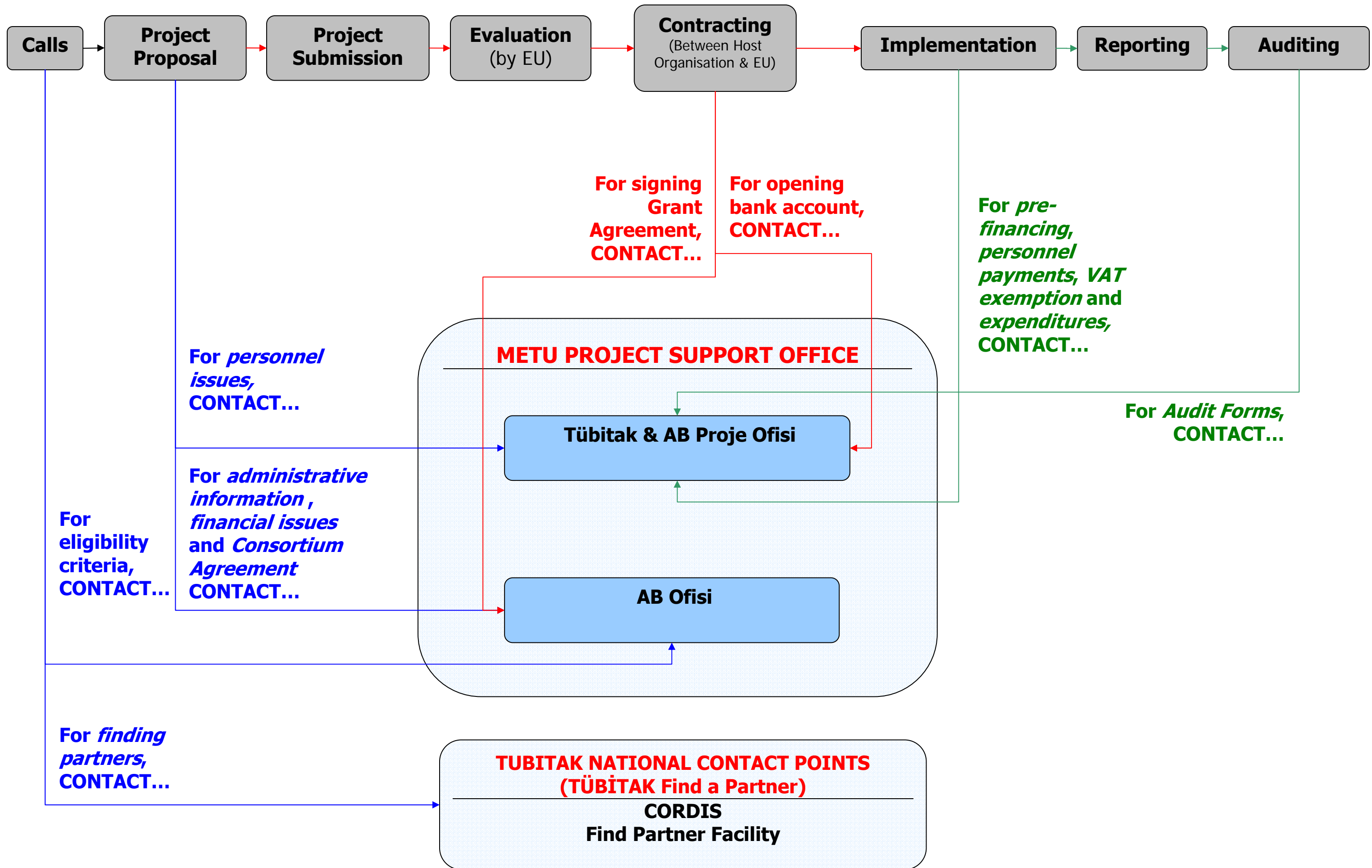


**FP7 COOPERATION SPECIFIC PROGRAMME
APPLICATION & IMPLEMENTATION PROCESS IN METU**



FP7 COOPERATION SPECIFIC PROGRAMME APPLICATION & IMPLEMENTATION PROCESS

Calls

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

The Cooperation Programme is sub-divided into ten distinct themes and each Call declares the fields to be funded under each thematic area. Therefore, researchers should carefully read the documents to be sure that they find the right Call and are eligible to apply for this Call. Work Programmes are the main tools for researchers to find the right Call (CORDIS).

Researchers can contact **AB Ofisi** for eligibility criteria.

As it is known, Calls under Cooperation Programme promote the interdisciplinary research fields carried out within the framework of international cooperations. Therefore, *finding partners* is the most important part of the process. You can refer to the **TUBITAK and CORDIS Find Partner Facility** to find right partners. It is highly recommended to be a part of a consortium whose partners you already know. Choose to gain experience as a partner before being a coordinator which means extra administrative load and cooperation responsibility.

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 core team of the consortium.

In this step, researchers are strictly advised to make a Consortium Agreement to clearly indicate the roles and responsibilities of the partners and promote the Intellectual Property Rights. Consortium Agreement comes into effect after signing the contract. Consortium Agreements in general are checked by the **AB Ofisi** and then signed by the Authorised Legal Representative of METU (Prof. Dr. M. Tuncay Birand, Vice-President).

Submission

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

Evaluation

Projects are evaluated by independent experts in panels.

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

Contracting

Commission asks the coordinator to sign the Grant Agreement and coordinator asks the same thing from his partners. 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 Authorised Legal Representative of METU (Prof. Dr. M. Tuncay Birand, Vice-President).

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

Partners, at this stage are also asked to sign a *Sworn Statement* or *Invitation to Tender*. These documents are checked by the **AB Ofisi** and signed by the Authorised Legal Representative of METU (Prof. Dr. M. Tuncay Birand, Vice-President).

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**.