



Application Guide for TUBITAK U2020 Coordinator Support Programme

Incentive Program for ‘H2020 Coordinators’, has been established by TUBITAK for encouraging Turkish Institutions to lead consortia in projects submitted under H2020 Calls and increasing the success rate of them in H2020. This Programme contains five sub-supports which help coordinators through their H2020 application.

The coordinators, who wish to apply for the supports, 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:

➤ **Travel Support for Consortium Building Activities**

This support is designed for potential coordinator/project team for their participation to meetings/lobbying EC. Their travel and accommodation costs are covered within up to 4 travels per projects

➤ **Organization Support for Consortium Building Meeting**

This support is designed for organizations lasting maximum 2 days in Turkey or abroad. The casts of venue, catering, technical equipment, travel for two representatives from 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 to trainings (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 project.

➤ **Project Pre-evaluation Support**

This support is designed for candidate coordinators who want their Project proposals to be reviewed by an expert.

Minimum time limit for application to the Programme is listed below:

- For multi partner projects: **2 months** before the deadline of the relevant ‘Calls for Proposals’ under H2020.
- For SME Instrument, Phase 1 and Phase 2 projects: **1.5 month** before the relevant cut-off date.
- For JTI (Joint Technology Initiatives) and JPI (Joint Programming Initiative) projects: 1 month before the deadline of the relevant call.



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- For EUROSTARS projects: **2 months** before the call deadline.
- For projects submitted to INNOSUP calls: **1.5 month** before the call deadline.
- For projects that will be submitted to the second phase of two-stage calls: 1 month before the call deadline.

Minimum time limits for application to the supports are listed below:

- Travel Support for Consortium Building Activities: **15 days** before the date of the travel
- Organization Support for Consortium Building Meeting: **1 month** before the organization
- Training for Project Writing and Submission Process: **15 days** before the date of the training



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GENERAL APPLICATION

Application Requirements

- The programme is aiming at Turkish Institutions to lead consortia in H2020 projects and increasing the success rate of them in H2020.
- The researcher could be supported once per call / cut-off for SMEs.

Documents for General Application

- Application Form (to be filled in online)
- CVs (to be uploaded online)
- List of project experiences (to be uploaded online)
- Some proof documents of being SME (for SMEs - to be uploaded online)
- Letter of Authorization (to be downloaded online and filled)

How to apply?

- The applications should be done online (<http://destekler.h2020.org.tr/>).
- To be able to apply, the researcher should have an up-to-date ARBIS account where to accessed at <https://arbis.tubitak.gov.tr/>.
- The originally signed documents should be sent to TUBITAK by post after online application is completed.

Evaluation of the application

- First of all the application is evaluated by two experts
- Taking into account the evaluations of the experts, the general evaluation is made by Evaluation Board
- After the approval of the application, the coordinator (applicant) is informed.

Responsibilities of the Applicant

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

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SUB-SUPPORT PROGRAMMES

A. Project Writing – Submission Training

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

A.1. How to apply?

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

A.2. Documents

- Draft Agenda of the training
- The list of the trainings fitting the criteria (next bullet)
- The proforma offer prepared by the consultancy firm about the cost of the training

A.3. Eligibility Criteria for Consultancy Firm/University

The expert organization/university should have given at least 20 trainings within Framework Programme 5 of which should be about FP project writing training.

A.5. What are the eligible costs?

The training and travel costs of the coordinator candidate (up to 1500 Euros) and 2 researchers from his/her project team up to 9.000 Euros are covered.

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

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

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B. Project Pre-evaluation 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.

B.1 How to apply?

- The researcher can apply to this sub-programme 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 EU 6th - 7th Framework Program and Ufuk2020 Programme. SME Programme experiences within the Framework Programmes are appropriate for SME Instrument Projects. 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 projects and single partner JTI projects (except SME Ins., EUROSTARS, FTI projects)**

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

- ✓ Each multi-partner project/JTI project funded by the European Commission for which project writing service had given to the coordinator/submitted by the expert as coordinator: **50 Points**
- ✓ Each multi-partner project/JTI project with a score of at least 10 points for which project writing service had given to the coordinator/submitted by the firm as coordinator: **35 Points**
- ✓ Each multi-partner project/JTI project funded by the European Commission for which project pre-evaluation service had given to the coordinator: **35 Points**

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- ✓ Each multi-partner project/JTI project with a score of at least 10 points for which project pre-evaluation service had given to the coordinator: **20 Points**
- ✓ Each multi-partner project/JTI project evaluation as European Commission expert evaluator (It covers the Second Stage of Two-Stage Calls or Single- Stage Calls): **8 points**
- **SME Ins., EUROSTARS, FTI projects**

At least 75 points must be collected to provide project pre-evaluation service.

- ✓ Each SME Instrument/FTI project funded by the European Commission for which project writing service had given to the coordinator/submitted by the expert as coordinator: **50 Points**
- ✓ Each SME Instrument/FTI project with a score of at least 12 points or a Eurostars Project with a threshold value for which project writing service had given to the coordinator/submitted by the expert as coordinator: **25 Points**
- ✓ Each SME Instrument/FTI project funded by the European Commission for which project pre-evaluation service had given to the coordinator: **35 Points**
- ✓ Each SME Instrument/FTI project with a score of at least 12 points or a Eurostars Project with a threshold value for which project pre-evaluation service had given to the coordinator: **20 Points**
- ✓ Each FTI/SME Instrument Phase-2 project evaluation as European Commission expert evaluator: **4 points**
- ✓ Each SME Instrument Phase-1 project evaluation as European Commission expert evaluator: **2 points**

B.4. Eligibility Criteria for Consultancy Firms

Criteria include experiences from the EU 6th - 7th Framework Program and Ufuk2020 Programme. SME Programme experiences within the Framework Programmes are appropriate for SME Instrument Projects. 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.

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

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- **Multi partner projects and single partner JTI projects (except SME Ins., EUROSTARS, FTI projects)**
 - ✓ Each multi-partner project/JTI project funded by the European Commission for which project writing service had given to the coordinator/submitted by the firm as coordinator: **50 Points**
 - ✓ Each multi-partner project/JTI project with a score of at least 10 points for which project writing service had given to the coordinator/submitted by the firm as coordinator: **35 Points**
 - ✓ Each multi-partner project/JTI project funded by the European Commission for which project pre-evaluation service had given to the coordinator: **35 Points**
 - ✓ Each multi-partner project/JTI project with a score of at least 10 points for which project pre-evaluation service had given to the coordinator: **25 Points**

- **SME Instrument, EUROSTARS, FTI projects**
 - ✓ Each SME Instrument/FTI project funded by the European Commission for which project writing service had given to the coordinator/submitted by the firm as coordinator: **50 Points**
 - ✓ Each SME Instrument/FTI project with a score of at least 12 points or a Eurostars Project with a threshold value for which project writing service had given to the coordinator/submitted by the firm as coordinator: **35 Points**
 - ✓ Each SME Instrument/FTI project funded by the European Commission for which project pre-evaluation service had given to the coordinator: **35 Points**
 - ✓ Each SME Instrument/FTI project with a score of at least 12 points or a Eurostars Project with a threshold value for which project pre-evaluation service had given to the coordinator: **25 Points**

B.5 What are the eligible costs?

Project pre-evaluation service	Maximum reimbursement
Individual expert	In turkey: 6.000 TL Outside Turkey: 4.000 Euro
Consultancy firm	8.000 Euro

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

- Invoice
- Payment letter

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

C.3. Eligibility Criteria for Individual Experts

Criteria include experiences from the EU 6th - 7th Framework Program and Ufuk2020 Programme. SME Programme experiences within the Framework Programmes are appropriate for SME Instrument Projects. 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 projects and single partner JTI projects (except for SME Ins., EUROSTARS, FTI projects)**

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

- ✓ Each multi-partner project/JTI project funded by the European Commission for which project writing service had given to the coordinator/submitted by the firm as coordinator:
50 Points

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- ✓ Each multi-partner project/JTI project with a score of at least 10 points for which project writing service had given to the coordinator/submitted by the firm as coordinator: **35 Points**
- ✓ If the individual expert, as a European Commission expert evaluator, has evaluated:
 - Multi partner project (Single stage calls or second stage of two-stage calls): **6 points**
OR
 - Single partner JTI Project : **6 points**

➤ SME Instrument, EUROSTARS, FTI projects

In order to be able to provide project writing service, at least **75 points** must be collected by the individual expert:

- ✓ Each SME Instrument / FTI project funded by the European Commission for which project writing service had given to the coordinator/submitted by the firm as coordinator: **50 Points**
- ✓ Each SME Instrument / FTI project with a score of at least 12 points or a Eurostars Project with a threshold value for which project writing service had given to the coordinator/submitted by the firm as coordinator: **25 Points**
- ✓ Each FTI/SME Instrument Phase-2 project evaluation as European Commission expert evaluator: **2 points**
- ✓ Each SME Instrument Phase-1 project evaluation as European Commission expert evaluator: **1 points**

C.4. Eligibility Criteria for Consultancy Firms

Criteria include experiences from the EU 6th - 7th Framework Program and Ufuk2020 Programme. SME Programme experiences within the Framework Programmes are appropriate for SME Instrument Projects. 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 project writing service.

- **Multi partner projects and single partner JTI projects (except for SME Ins., EUROSTARS, FTI projects)**

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- ✓ Each multi-partner project/JTI project funded by the European Commission for which project writing service had given to the coordinator: **50 Points**
- ✓ Each multi-partner project/JTI project funded by the European Commission which was submitted by the firm as coordinator: **50 Points**
- ✓ Each multi-partner project/JTI project that has received at least 10 points for which project writing service had given to the coordinator: **35 Points**
- ✓ Each multi-partner project/JTI project that has received at least 10 points which was submitted by the firm as coordinator: **35 Points**

➤ **SME Instrument, EUROSTARS, FTI projects**

- ✓ Each SME Instrument / FTI project funded by the European Commission for which project writing service had given to the coordinator/submitted by the firm as coordinator: **50 Points**
- ✓ Each SME Instrument / FTI project with a score of at least 12 points or a Eurostars Project with a threshold value for which project writing service had given to the coordinator/submitted by the firm as coordinator: **25 Points**

B.5 What are the eligible costs?

Project writing service	Maximum reimbursement
Individual expert	In turkey: 10.000 TL Outside Turkey: 10.000 Euro
Consultancy firm	15.000 Euro

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

- Invoice
- Payment letter

D. PAYMENT PROCEDURE

It is imperative that invoices or self-employment vouchers are issued by the individual experts for the services they provide. Where these documents cannot be provided, invoices may be made on the basis of the business partners, their partners or the companies they are the owners of. It is imperative that individual experts 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.



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- 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 TUBITAK 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 meeting, 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 who have accepted a general application to the U2020 Coordinator Support Program are required to apply for each sub-support they wish to benefit under this application.

Under each approved application, applicants can benefit from support for project writing or pre-evaluation service once.

The coordinator candidate who benefits from project writing submission training support will not be able to benefit from project writing service support within the same application.

Coordinator candidates benefiting from the support are obliged to apply to the relevant H2020 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.

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