

KOÇ UNIVERSITY

SEED RESEARCH FUND PROGRAM 2017

Initiated for the first time in 2014, the “Koç University Seed Research Fund Program” is designed to support innovative early-stage research projects from all disciplines, such as science, medicine, engineering, administrative sciences, economics, social sciences and humanities, law and nursing. Koç University Seed Research Fund (KU-SRF) Program principally aims to support creativity, free/out-of-the-box thinking, and curiosity-driven research, to facilitate scientific development and innovation. The program is to be administered by the Research, Project Development and Technology Transfer Directorate ([RPDTTD](#)).

The primary objectives of the program are to incentivize free-minded and conceptually unconstrained scientific projects, to enhance global scientific knowledge and to promote scientific development in Turkey. The transfer of knowledge and technology to industry - for relevant fields of the research proposals - is a secondary objective of the program.

This program is **not designed** to provide additional resources for projects already underway. Do not consider an application to fund your needs for an ongoing research project. Present a structured topic you have not exclusively explored before and treat the KU-SRF grant as an initial resource which will help you embark upon that new research path. Ideally, it is expected that you expand your project (seeking, if necessary, larger research and innovation funding from external donors) at the end of 12 or 24 months. KU-SRF is supposed to help you plant the seed of an innovative idea.

The seed fund program is open to all full-time KU faculty and post-doctoral researchers. After the selection process, each successful application is awarded up to 25.000, - TL per year for up to two years.

Timeline:

- Program Announcement: 17 February 2017
- Deadline for applications: 31 March 2017 (17:00)
- Panel evaluation & notification of decisions: May 2017
- Expected earliest commencement of funding: June 2017

How to Apply:

- Documents to be submitted: “Project Proposal Form”, CV. **“KU Ethics Committee Approval Letter” will be required only for approved proposals.** [Please consult KU’s Ethics Review Boards [webpage](#).]
- **Proposals are written in English.**
- Application packages will be e-submitted (in PDF format) to Emrah Göker (egoker@ku.edu.tr) and Anıl Çetin (anilcetin@ku.edu.tr) from Research, Project Development and Technology Transfer Directorate (RPDTTD).
- Late submissions will not be accepted.

A Note about Eligibility:

- If you have an active KU-SRF project, you **cannot apply**. If you are a previous KU-SRF grantee and have completed your project, you are eligible.

Financial Rules and Reminders:

Keep in mind that if approved, your grant will be treated as a regular “project” and be tracked through the SAP system. **The grant will not be transferred to your personal account.** You will be able to use your budget through the procurement system. Each purchase needs to be documented via receipts, invoices, etc; and all equipment has to be registered for KU’s inventory records. Zeynep Neyza Akçabay (zakcabay@ku.edu.tr) from RPDTTD will be supporting you during the implementation of your project.

It is recommended that you request RPDTTD feedback about your budget before you submit your proposal.

1. Project budget includes: Equipment, supplies, travel and services. Please include as much detail as possible about your budget items, justifying their utilization for your research purposes. This is important: **Please justify the scientific use of each budget item you propose.**
2. Please include a table of you budget items and enter a row of your total sum.
3. Travel expenses for attending national/international conferences **cannot** be included in the project travel budget.
4. Travel expenses for field trips that are required for the implementation of research **are eligible**. Please justify such expenses properly in your proposal.
5. **Graduate student costs cannot be budgeted.** Support for graduate students will continue to be provided through existing mechanisms.
6. When you budget for equipment and supplies, please include various taxation costs (e.g., customs duty, if you are buying an instrument from abroad) in the items.
7. If you need to request advance payments from your budget, VPRD approval is required.
8. As you proceed with your research, you may require transfers between your budget items. Please present your justification and VPRD will evaluate your request.
9. You will notice in the proposal form that you are asked to divide your budget payments to annual periods. Unused budgets in one period will automatically be transferred to the next period.

A note about your other proposal submissions:

If you are going to submit a KU-SRF 2017 proposal which is derived, part of, related, etc. to an external grant proposal you have already submitted elsewhere, please mention this in your text and during your presentation. The Panel has to be informed about this. If your other application already covers the basics of your KU-SRF application, the Panel may still decide to fund you. In such a case, we wait for the outcome of your other proposal. If your other proposal is approved, you do not get KU-SRF funding.

Evaluation Process:

1) Eligibility Check

Applications are first checked for eligibility by RPDTTD within the five days following the submission deadline.

- Submissions received after the announced deadline will not be evaluated.
- Incomplete submissions will be eliminated.
- Proposals should conform to the format outlined in the provided form.

2) Panel Review

Eligible proposals are evaluated by the Review Panel. The Review Panel consists of: KU President, two Vice Presidents, Graduate School Directors and the Deans. Two RPDTTD officers (Emrah Göker and Anıl Çetin) are going to be present in the Panel discussions for recording/reporting purposes.

Short presentations are not required, they are optional.

- Presentations can be structured any way the applicants wish and should not exceed 10 minutes. Each presentation is followed by a 5-minute Q&A session during which the applicant responds to the queries of the Panel members.
- If you do not opt to present, panel will make sure that your proposal is discussed thoroughly: Presenting will bring in no advantage or disadvantage.
- After the completion of the reviews of all eligible proposals, the panel assesses and ranks the proposals based on the evaluation criteria. Depending on the total operating budget available and the number of proposals over the quality threshold which enter the ranking list, the Panel will decide which proposals are elected for funding.

The Panel discusses the proposals according to two basic sets of criteria, “Scientific & Research Quality” and “Researcher”. In order to aid the final decision of the Panel, each member scores various aspects of these two main criteria. Later, short letters informing only the approval or rejection of the applications are sent to each applicant (**Letters to researchers do not mention scores, just the approval/rejection decision**).

Contracts for awarded projects are prepared by RPDTTD and are co-signed before the expected project start date of June 2017. Grantees are allowed to defer their project start dates up to 3 months.

Implementation:

Zeynep Neyza Akçabay (zakcabay@ku.edu.tr) from RPDTTD will be supporting you during the implementation of approved KU-SRF projects.

For 12-month (and below) projects, grantees are asked to prepare a presentation for the Panel summarizing their research findings. For 12-24-month projects, two presentations are asked: A progress report after one year into the research, and a final report at the end of the project.