



**REPUBLIC OF TÜRKİYE**  
**YAŞAR UNIVERSITY**  
**PROCEDURES AND PRINCIPLES ON THE APPLICATION FOR AND**  
**MANAGEMENT OF THE PROJECTS SUPPORTED WITHIN THE SCOPE OF**  
**THE EUROPEAN UNION AND OTHER INTERNATIONAL GRANT PROGRAMS**

**PART ONE**  
**Purpose, Scope, Basis, Definitions**

**Purpose**

**ARTICLE 1–** (1) The purpose of this procedures and principles is to determine the operational procedures and principles related to the management of projects supported within the scope of the EU and other international grant programs at our university.

**Scope**

**ARTICLE 2–** (1) This procedures and principles cover the principles and procedures related to operations and missions concerning the preparation, support, implementation, monitoring, reporting and evaluation of the EU and other international grant program projects.

**Basis**

**ARTICLE 3–** (1) The European Union Research and Application Center Regulation and the EU and other international grant programs have been prepared based on the contractual rules of the projects.

**Definitions**

**ARTICLE 4–** (1) In this procedures and principles, the terms below shall refer to the following:

- a) EU Center: Yaşar University European Union Research and Application Center,
- b) Project Evaluation Commission (PDK): The University Project Evaluation Commission established under the presidency of the Rector,
- c) Department of Financial Affairs: Department of Financial Affairs of Yaşar University,
- d) Director of the EU Center: Director of Yaşar University European Union Research and Application Center,
- e) EU Center Specialist: The EU Center specialist responsible for providing technical and administrative support for the project coordinator in the coordination of the European Union projects,
- f) European Union Project: All projects supported by the EU and other international grant programs,
- g) Project Coordinator: Yaşar University faculty members, lecturers, research assistants and administrative staff who propose the project and are responsible for its preparation and coordination,
- h) Grant program coordinating authority: National or international institutions and organizations that provide sources of funds for the relevant international project,
- i) Researcher: The internal or external academic staff included in the project team by the project coordinator in order to carry out the European Union project as well as the students and graduates who are receiving undergraduate or graduate education related to the project topic,
- j) Part-time Project Assistant: The internal or external contacts included in the project team by the project coordinator in order to carry out the European Union project and to be assigned within the time period determined by the project coordinator in due time of the project.

## **PART TWO**

### **Principles on Project Application, Coordination and Monitoring**

#### **Principles on project application**

**ARTICLE 5–** (1) Academic or administrative personnel who want to apply for a project as a coordinator or partner (co-applicant) in the EU and other international grant programs shall contact the EU Center via the official e-mail **at least one month before** the application deadline in order for the preparation of the application and the provision of the necessary technical support; or **at least 15 working days before** the application deadline only in order for the administrative and financial documents to be prepared on time.

(2) The EU Center expert(s) designated by the Directorate of the EU Center within the scope of work load and areas of expertise shall prepare and follow up the technical, administrative and financial documents required for the application process.

(3) The full text of the project and the budget planning are required to be submitted to the EU Center no later than 7 working days before the deadline for the project application so that the documents to be submitted by the Rector's Office can be signed in order to ensure the completion of the application.

4) After the completion of the application process, the Project Coordinator shall prepare and send the Information Sheet (Attachment-1) including the project abstract in Turkish to the EU Center by e-mail in order to be submitted to the Evaluation Commission (PDK).

#### **Duties and responsibilities of the project coordinator**

**ARTICLE 6–** (1) The Project Coordinator is responsible for preparing the project according to the rules of the relevant EU or other international grant program during the project application process and conducting the project activities in accordance with the provisions of the grant agreement if the project is accepted.

(2) The Project Coordinator shall prepare the **Information Sheet** in Turkish and English, which contains the approved and updated information about the final budget of the project eligible for the grant, the partnership structure, the project outputs and the project team within the scope of the EU and other international grant program and send it to the EU Center by e-mail.

(3) The Project Coordinator is responsible for the overall management of the project, the realization of the project outputs and activities within the project schedule, communication with partners and writing the progress report, interim report and final report to be submitted to the institution supplying the grant.

(4) The project coordinator shall prepare and sign the “advance request form” (Attachment-2) to incur expenses within the scope of the project activities. The form prepared shall be submitted for the signature and to the approval of the EU Central Directorate for checking the appropriateness of the expenditure request. The approved expenditure requests shall be submitted by the Rector's Office to the approval and processing of the Financial Affairs Department. The procedures regarding the submitted expenditure requests shall be completed within a maximum of 7 working days in order not to disrupt the project activities.

(5) The Project Coordinator and the relevant EU Center specialist are responsible for requesting the purchases to be made during the implementation of the project activities in accordance with the Yaşar University Procurement Procedures and Principles.

(6) The project coordinator shall submit the form regarding payment requests for personnel to the EU Center via the relevant form (Attachment-2) for the realization of the payment. The gross amount of staff payoffs shall be transferred to the university account by the Financial Affairs Department. This amount shall be paid to the personnel together with their salary after the Accounting Department notifies the Human Resources Department, by including the aforesaid amount in the payroll after the relevant and mandatory deductions are made.

(7) All administrative procedures implemented within the context of project activities such as internet page creation, design works, the organization of events like seminars, conferences, etc. shall be carried out under the coordination of the Project Coordinator and under the control of the relevant EU Center specialist in accordance with the working procedures and principles of

the relevant administrative units of Yaşar University.

(8) The Project Coordinator and the relevant EU Center Specialist shall follow the progress, interim and final reporting processes of the project.

(9) **The verbal part** of the progress and final reports of the project shall be prepared by the Project Coordinator and submitted to the EU Center for consideration.

(10) **The financial part** of the progress and final reports of the project shall be prepared by the Project Coordinator with the support of the EU Center Specialist responsible for the relevant project and submitted to the EU or other international grant program coordinating authority in accordance with the contractual rules.

(11) In completed projects, the remaining balance in the relevant project budget shall be spent within 12 months according to the project contract after the final payment of the project is rendered by the EU or other international grant program coordinating authority and the account shall be closed by the project coordinator. After the completion of the project and the rendering of all payments, the Project Coordinator shall prepare the "Project Account Closure Form" (Attachment-3) and shall submit it to the EU Center.

(12) During the project coordination stage, the project coordinator who wishes to work with a team member outside Yaşar University in accordance with the project agreement shall be responsible for submitting this request to the EU Center along with the resume, personal identifiable information and task description of the person he wants to work with attached to a petition. If it is requested to assign a team member outside Yaşar University, this request shall be submitted to the Rector's Office for approval by the EU Center together with the employment contract.

(13) The project coordinator shall inform the EU Center specialist concerned about all correspondence they exchange with the EU or other international grant program coordinating authority.

### **Duties and responsibilities of the EU Center**

**ARTICLE 7-** (1) The EU Center is responsible for the implementation of project in accordance with the financial rules of the EU and other international grant program from which the project receives a grant and the project agreement, as well as the communication with the institution providing the grant, and providing technical support to the project manager for the preparation of technical, administrative and financial reports for the project.

(2) The relevant EU Center specialist shall monitor the signature processes of the project grant and partnership agreements.

(3) The Project Coordinator is responsible for the realization of the expenditure, payment and purchasing requests and practices regarding the project in accordance with the practices of Financial Affairs Department of Yaşar University and with Yaşar University Purchasing Procedures and Principles while the EU Center specialist is liable for monitoring the aforesaid process.

(4) The EU Center specialist responsible for the project shall consider the the project closure form submitted by the Project Coordinator after the accomplishment of the project and shall submit it to the Rector's Office.

(5) Requests and practices shall not be considered if they do not comply with the relevant project agreement and these procedures and principles.

## **PART THREE Final Provisions**

### **Enforcement**

**ARTICLE 8-** (1) The provisions of this directive shall be effective as of the date of approval by the Rector's Office.

### **Execution**

**ARTICLE 9-** (1) The Rector of Yaşar University shall execute the provisions of this Directive.



Attachment-1

PROJECT INFORMATION SHEET

|  |   |
|--|---|
| <b>Project No</b>  |   |
| <b>Project Name</b>  |   |
| <b>Project Start/End Dates</b>   |   |
| <b>The Program to be submitted</b>                                       |   |
| <b>Coordinating Organization</b>   |   |
| <b>Partner Organizations</b>   | <ul style="list-style-type: none"><li>• ...</li><li>• ...</li><li>• ...</li></ul> |
| <b>Yaşar University Project Team</b>                                     | <ul style="list-style-type: none"><li>• ...</li><li>• ...</li><li>• ...</li></ul> |
| <b>Contribution of the Project to Yaşar University</b>                   |   |
| <b>Expected Contribution from Yaşar University regarding the Project</b> |   |
| <b>Total Project Budget</b>  |   |
| <b>Project Summary</b>   |   |
| <b>Project Outputs</b>   |   |

**Attachment-2**

**EXPENSE/ ADVANCE REQUEST FORM**

History: .../.../...

|                                    |  |
|------------------------------------|--|
| PROJECT NAME                       |  |
| PROJECT COORDINATOR                |  |
| THE PERSON WHO WILL SPEND THE FUND |  |
| PROJECT BANK ACCOUNT               |  |

| <b>PURCHASE OF MATERIALS/SERVICES</b> |                              |              |        |                         |                         |
|---------------------------------------|------------------------------|--------------|--------|-------------------------|-------------------------|
| Item No                               | Name of the Material/Service | Type/Feature | Amount | Cost per Unit (TL/Euro) | Estimated Sum (TL/Euro) |
| 1                                     |                              |              |        |                         |                         |
| 2                                     |                              |              |        |                         |                         |
| 3                                     |                              |              |        |                         |                         |
| <b>SUBTOTAL</b>                       |                              |              |        |                         |                         |

|  |                          |     |                          |    |
|--|--------------------------|-----|--------------------------|----|
| The unit you want to purchase the material (Please follow the purchasing process in accordance with the 'Purchasing' rules specified in the contract of your project)  | Project WCoordinator     |     | YU Purchasing Director   |    |
| VAT Exemption Certificate  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <p>The following statement shall be included in the invoices issued for purchases made with VAT Exemption.</p> <ul style="list-style-type: none"> <li>VAT has not been included based on the VAT Exemption Certificate dated ..... and No: ..... in compliance with the Article No. 28/2 of the IPA II Framework Agreement, justified by the ratification of Law No. 6647.</li> <li>Project Name and Contract No:</li> </ul> |                          |     |                          |    |
| The Project Coordinator shall report the estimated price, the Purchasing Department shall search for it and buy the specified product at the lowest price.   |                          |     |                          |    |

| <b>TRAVEL EXPENSES</b>                                |                     |                   |             |        |                              |
|---|---------------------|-------------------|-------------|--------|------------------------------|
| Name and Surname of the Person Who Will Make the Trip | Role in the Project | From..... To..... | Time Period | Medium | Sum of the Advance (TL/Euro) |
|   |                     |                   |             |        |                              |
|   |                     |                   |             |        |                              |
| <b>SUBTOTAL</b>                                       |                     |                   |             |        |                              |

| <b>ALLOWANCE EXPENSES</b>                 |             |             |                           |                |                              |
|---|-------------|-------------|---------------------------|----------------|------------------------------|
| Name, Surname and the Role in the Project | Destination | Time Period | Daily Allowance (TL/Euro) | Number of Days | Sum of the Advance (TL/Euro) |
|   |             |             |                           |                |                              |
|   |             |             |                           |                |                              |
|   |             |             |                           |                |                              |
| <b>SUBTOTAL</b>                           |             |             |                           |                |                              |

The allowance shall be paid off against invoice.

| <b>PERSONNEL EXPENSE</b>                  |  |                     |  |               |   |                                   |
|---|--|---------------------|--|---------------|---|-----------------------------------|
| Name and Surname of the Person to be Paid | YU Personnel / External Contracted Personnel | Role in the Project | Mode of Payment (Daily/monthly /hourly/lump sum service fee) | Cost per Unit | Duration (Number of days/months /hours) | Total Amount of Payment (TL/Euro) |
|   |  |                     |  |               |   |                                   |
|   |  |                     |  |               |   |                                   |
|   |  |                     |  |               |   |                                   |
| <b>SUBTOTAL</b>                           |  |                     |  |               |   |                                   |

Payments are written off based on the gross amount. The Human Resources Department shall calculate and render the payments to our university staff based on the gross salary after the deducting the 'income tax' and 'stamp duty', which are legally required.

| <b>OTHER EXPENSES</b> |       |             |                              |
|-----------------------|-------|-------------|------------------------------|
| Type of Expense       | Piece | Explanation | Sum of the Advance (TL/Euro) |
|                       |       |             |                              |
|                       |       |             |                              |
| <b>SUBTOTAL</b>       |       |             |                              |

I request the transfer of a **SUM of .....** TL / Euro in advance to the following account/accounts as per the above-mentioned expense items mentioned above in order to be used in the project activities called ..... I shall be liable for submitting copies of invoices/receipts by myself to the Accounting Department at the end of the month when the expenditure is made for the settlement of the advance received. The originals of the invoices are required to be kept at the EU Center according to the financial rules of the program.

Statement of The Receipt:

Bank Account Information of the Persons to be paid;

Project  
Coordinator

Bank Name:

Account Holder:

Account Number:

TL

Euro

IBAN:

The Amount of the Payment:

Project Employee:

Bank Name:

Account Holder:

Account Number:  TL  Euro

IBAN:

The Amount of the Payment

.....  
Project Coordinator

| APPROVED BY:              |                                      |
|---------------------------|--------------------------------------|
| Director of the EU Center | Head of Financial Affairs Department |

The expenses mentioned above comply with the project contract.

### EXPENSE DECLARATION FORM-ADVANCE SETTLEMENT

Date: .../.../...

|  |  |
|--|--|
| PROJECT NAME                                 |  |
| PROJECT COORDINATOR                          |  |
| PURCHASER                                    |  |
| PROJECT BANK INFORMATION /<br>ACCOUNT NUMBER |  |

| PURCHASED MATERIAL /SERVICE |                                  |        |              |            |                        |               |
|-----------------------------|----------------------------------|--------|--------------|------------|------------------------|---------------|
| Item No                     | Name of the Material/<br>Service | Amount | Invoice Date | Invoice No | Place of Invoice Issue | Sum (TL/Euro) |
| 1                           |                                  |        |              |            |                        |               |
| 2                           |                                  |        |              |            |                        |               |
| 3                           |                                  |        |              |            |                        |               |
| 4                           |                                  |        |              |            |                        |               |
| 5                           |                                  |        |              |            |                        |               |
| <b>SUBTOTAL</b>             |                                  |        |              |            |                        |               |

| TRAVEL EXPENSES                                  |         |              |            |                        |               |
|--|---------|--------------|------------|------------------------|---------------|
| Name and Surname of the Person Who Made the Trip | From-To | Invoice Date | Invoice No | Place of Invoice Issue | Sum (TL/Euro) |
|  |         |              |            |                        |               |
|  |         |              |            |                        |               |
|  |         |              |            |                        |               |
| <b>TOTAL</b>                                     |         |              |            |                        |               |



| <b>ALLOWANCE EXPENSES (if invoicing is required)</b>                         |                     |              |            |                        |               |
|--|---------------------|--------------|------------|------------------------|---------------|
| Name and Surname of the Receiver of the Allowance                            | Type of Expenditure | Invoice Date | Invoice No | Place of Invoice Issue | Sum (TL/Euro) |
|  |                     |              |            |                        |               |
|  |                     |              |            |                        |               |
|  |                     |              |            |                        |               |
| <b>TOTAL (If it is a lump sum payment, please indicate the total amount)</b> |                     |              |            |                        |               |

The payment has been made based on a lump sum amount according to the project contract and does not require invoicing.

The allowance payment has been rendered in exchange for the invoice.

| <b>HUMAN RESOURCES EXPENSE</b>            |                     |                 |                |                                |                                   |
|---|---------------------|-----------------|----------------|--------------------------------|-----------------------------------|
| Name and Surname of the Person to be Paid | Role in the Project | Date of Payment | Receipt Number | Amount (Number of days/months) | Total Amount of Payment (TL/Euro) |
|   |                     |                 |                |                                |                                   |
|   |                     |                 |                |                                |                                   |
|   |                     |                 |                |                                |                                   |
| <b>TOTAL</b>                              |                     |                 |                |                                |                                   |

| <b>OTHER EXPENSES</b> |              |            |                        |                |
|-----------------------|--------------|------------|------------------------|----------------|
| Type of Expenditure   | Invoice Date | Invoice No | Place of Invoice Issue | Sum (TL/ Euro) |
|                       |              |            |                        |                |
|                       |              |            |                        |                |
|                       |              |            |                        |                |
| <b>TOTAL</b>          |              |            |                        |                |

GRAND TOTAL: ..... TL

In exchange for the sum of ..... TL/Euro I took on .../.../..... in order to spend on the activities regarding ..... project, the advance;

has not been refunded.

..... has been refunded. (Make sure you attach the refund form)

..... copies of invoices/ receipts in total, whose details have been explained above, have been submitted to the Accounting Department.

Project Coordinator

Accounting Department

.....

Notes:

1. The project name shall be included on all expenditure documents. The original of the invoices must be kept in the EU Central records for 5 years and a copy must be submitted to the Accounting Directorate.
2. The exchange rate is calculated according to the exchange rate of the bank our university works with.

**Attachment – 3**

**PROJECT ACCOUNT CLOSING FORM**

I have checked the procedures regarding ..... account of which I am the coordinator for the relevant period by myself. The account can now be closed.

- Account information is included in the attachment.
- The current account status is included in the attachment.
- Things to do regarding the account are included in the attachment.

.....  
Project Coordinator

**1. Account Information**

|                                    |  |
|------------------------------------|--|
| <b>PROJECT NAME</b>                |  |
| <b>PROJECT COORDINATOR</b>         |  |
| <b>PROJECT BANK ACCOUNT NUMBER</b> |  |

**2. Current Account Status**

|   |  |
|---|--|
| <b>Total project budget according to the grant agreement</b>  |  |
| <b>Reported amount</b>  |  |
| <b>The total amount of grant payment rendered by the grant-paying institution / project coordinator institution</b> |  |
| <b>The amount of payment rendered to partner institutions, if any</b>   |  |
| <b>The amount of grant spent during the project</b>   |  |
| <b>The amount transferred to the University research budget, if any</b>   |  |
| <b>The remaining amount in the project</b>  |  |
| <b>TOTAL</b>  |  |

**3. Things to Do Regarding the Account**