TÜBİMER
TÜBİTAK İLETİŞİM MERKEZİ

TÜBİTAK

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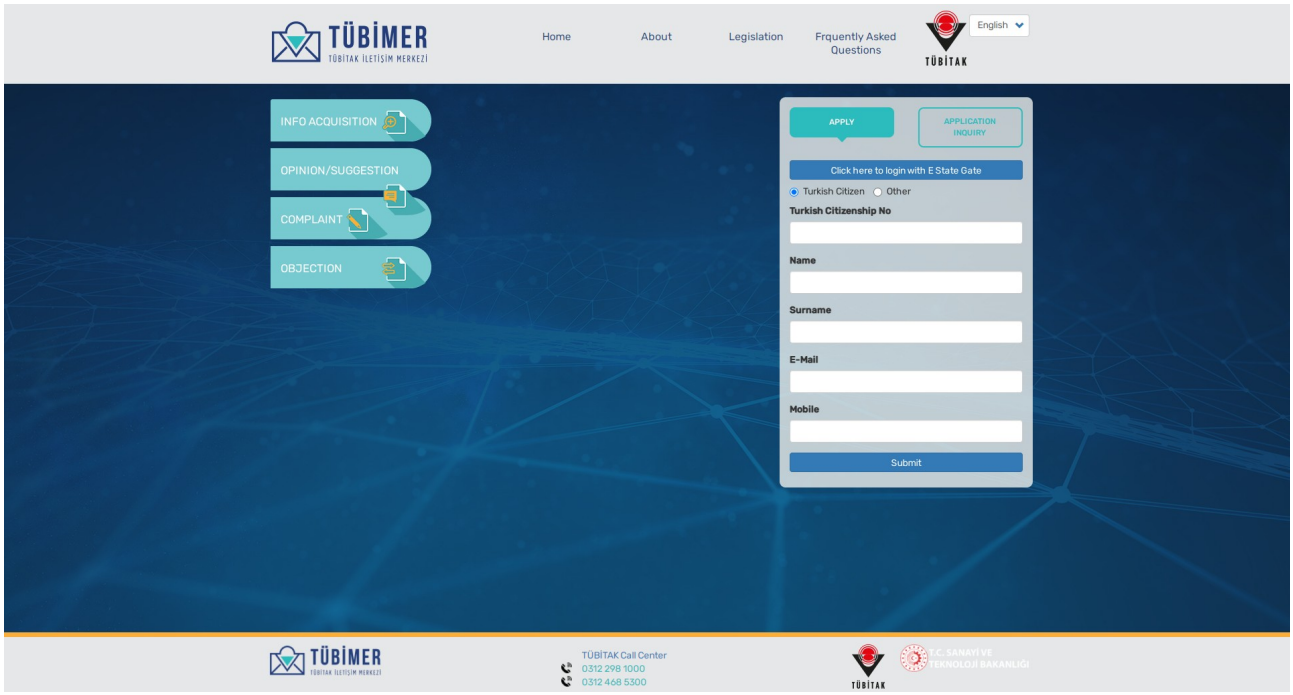
1. Applicatn User Guide

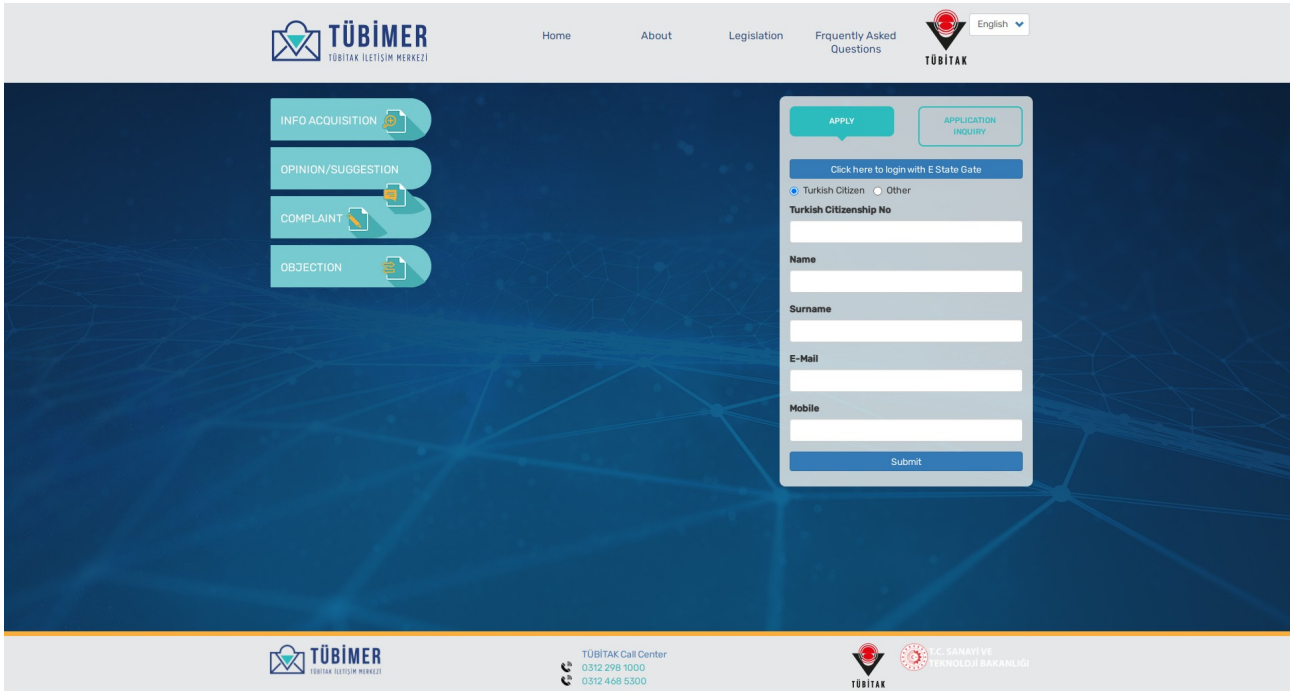
1.1 Login to the System

1.1.1 Login to the System with Short Message and TR Identity Number

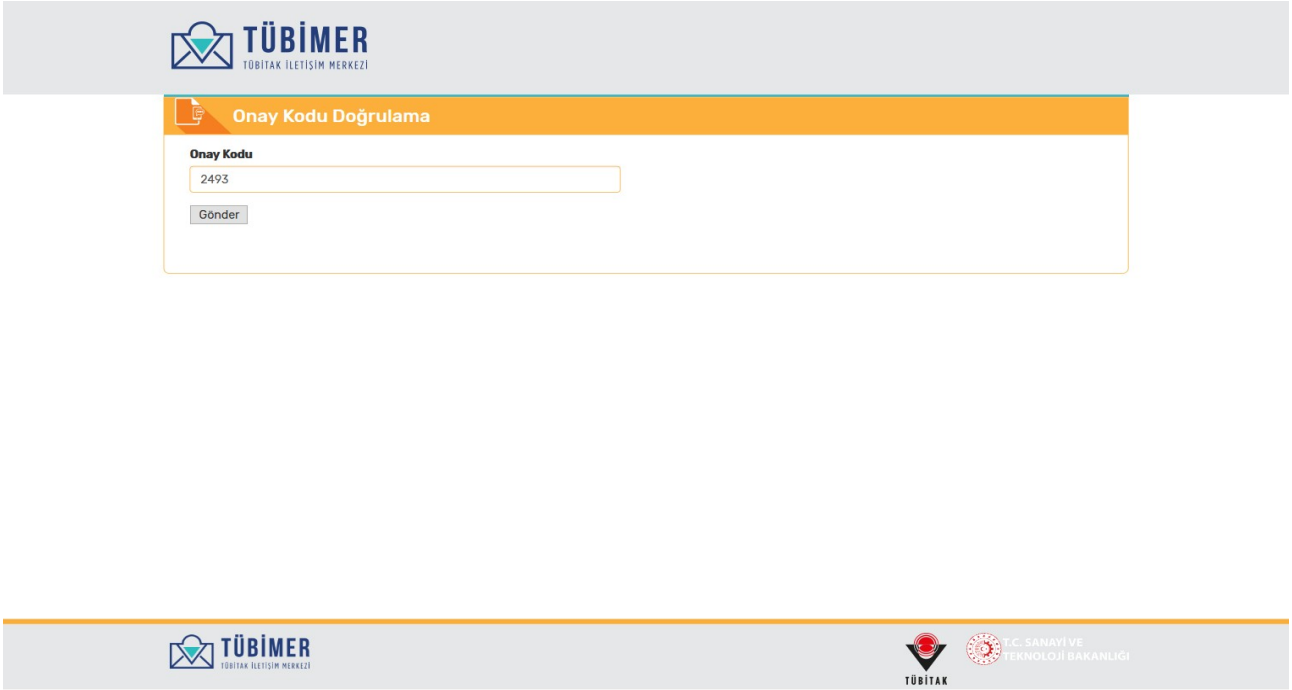
User Reachers to the main page of the system through https://tubimer.tubitak.gov.tr



If it is the first time for the user, “Apply” option should be chosen. Then the form is filled out and “Send Confirmation Code” button is clicked.



After clicking on “Send Confirmation Code” button, the user is automatically directed to the “Confirm Code” page.

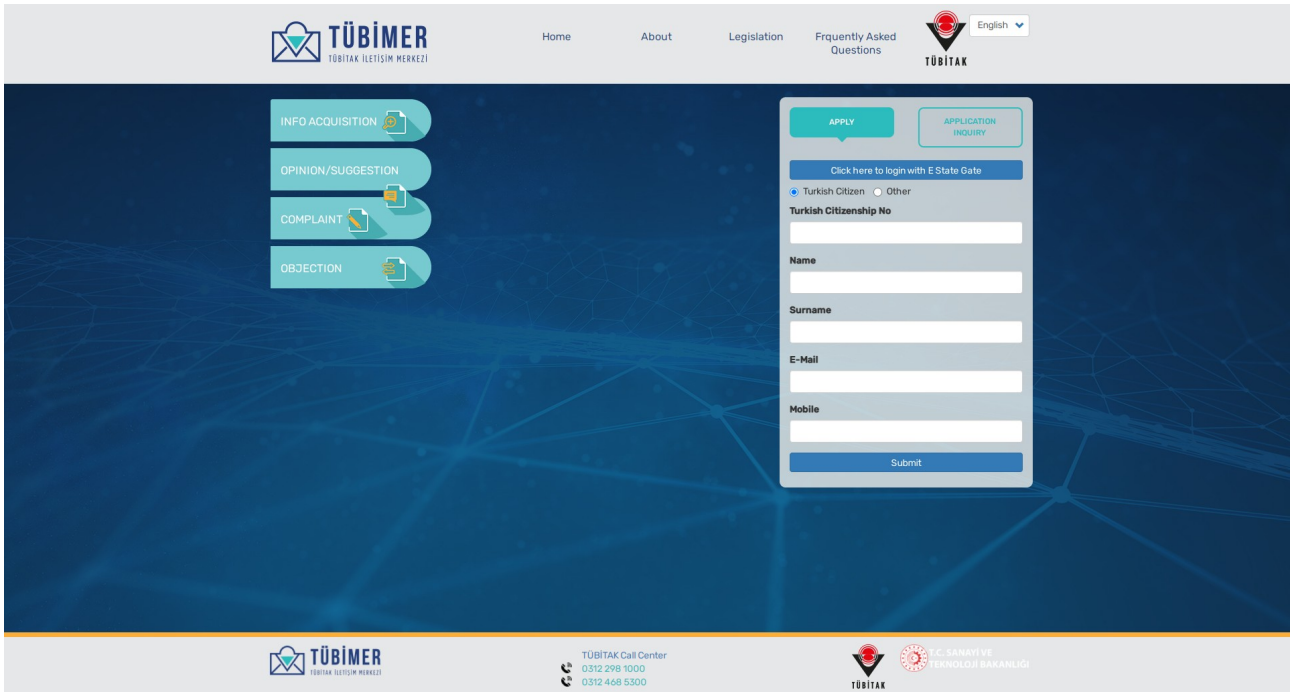


The user earns the opportunity to register in the system by entering the "Confirmation Code" on this page, which is sent via a text message. The user can use the same method to log into the system in the following logins. Information received during registration will be stored in the user's profile.

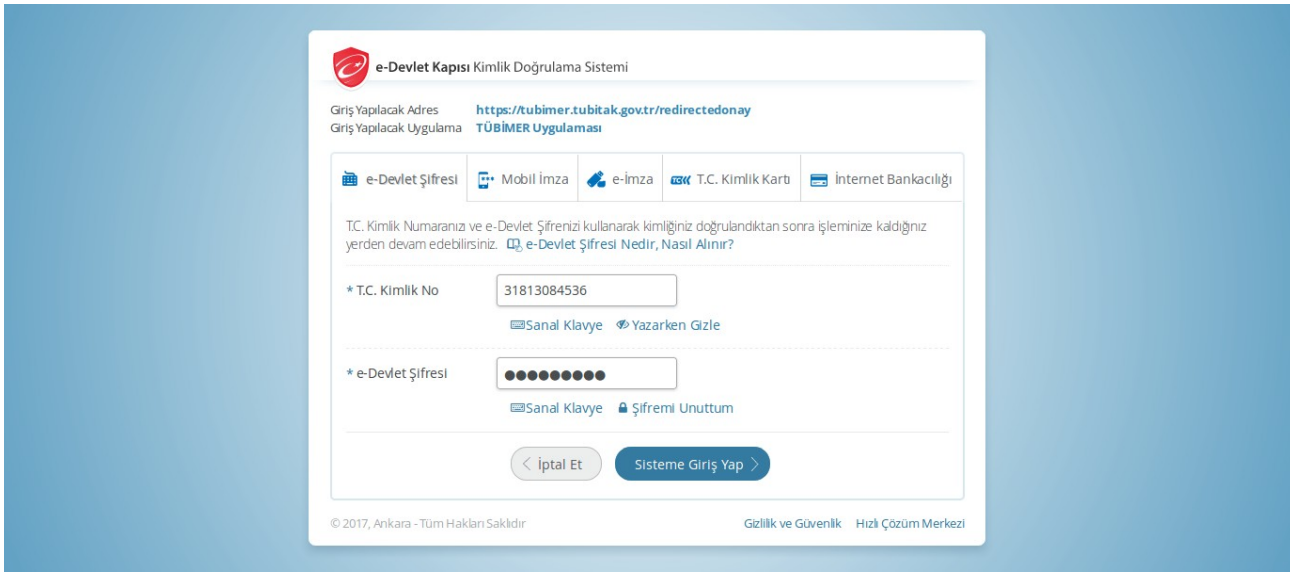
In the following logins, the user has to repeat the same process and ask for a confirmation code.

1.1.2 Log in with E-Devlet

The user chooses “Please Click to login with E-Devlet” option in the main page of the system.



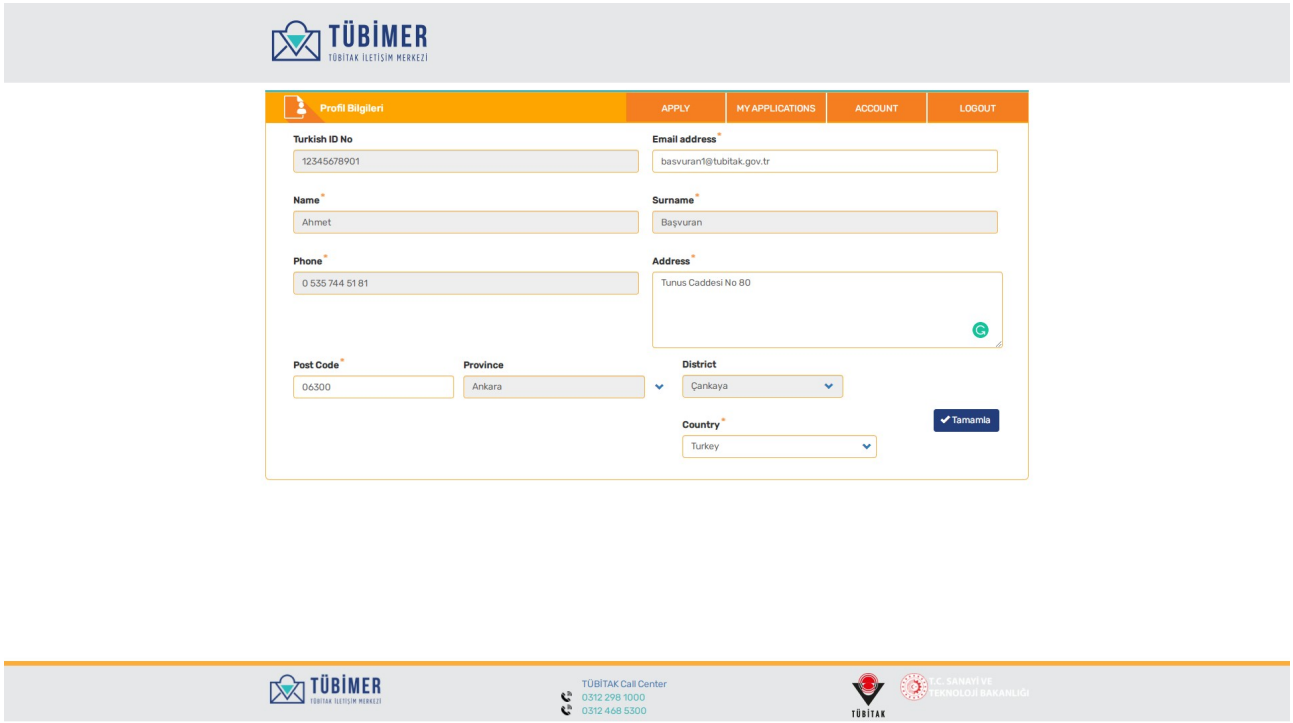
Afterwards, directed to the “E-Devlet System”.



In this page the user enters his/her E-Devlet information and clicks on “Login to the System”. If the information entered is correct, the user logs in to the system.

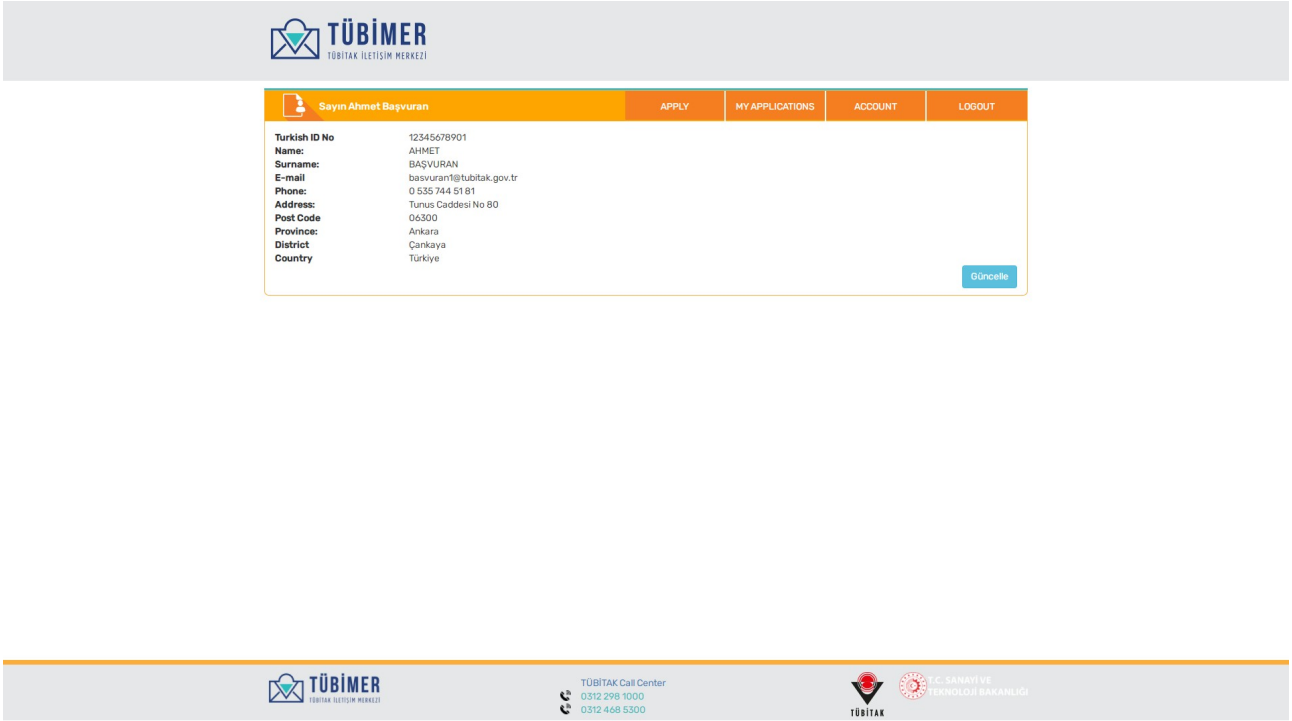
1.2 Applicant Account Page

If the user logs in to the system for the first time, he/she will be directed to the "Profile Information" page.



After editing his/her information on this page, the user reaches to the "Profile" page by clicking on **"Complete"** button.

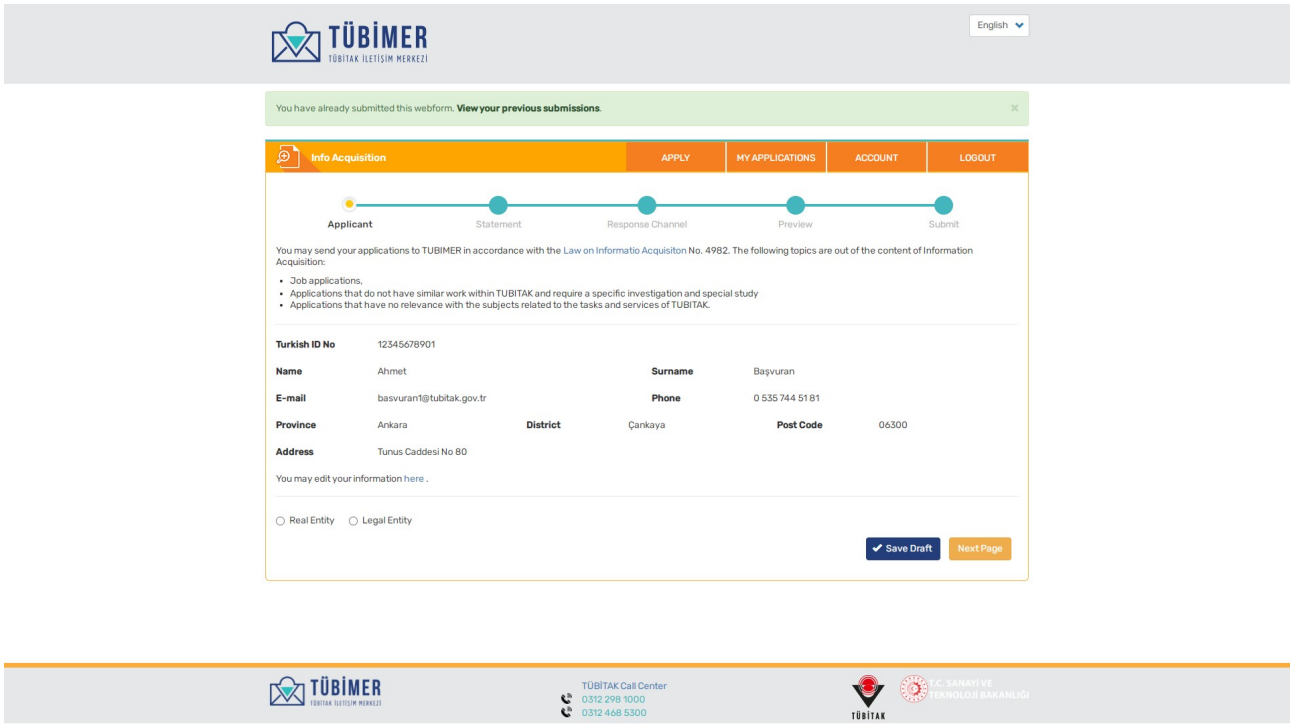
If the the user wishes, he/she can reach to the previous applications by clicking on **“Pleaseclick to see my applications page”** button.



1.3 How to Apply

1.3.1 Applying for Information

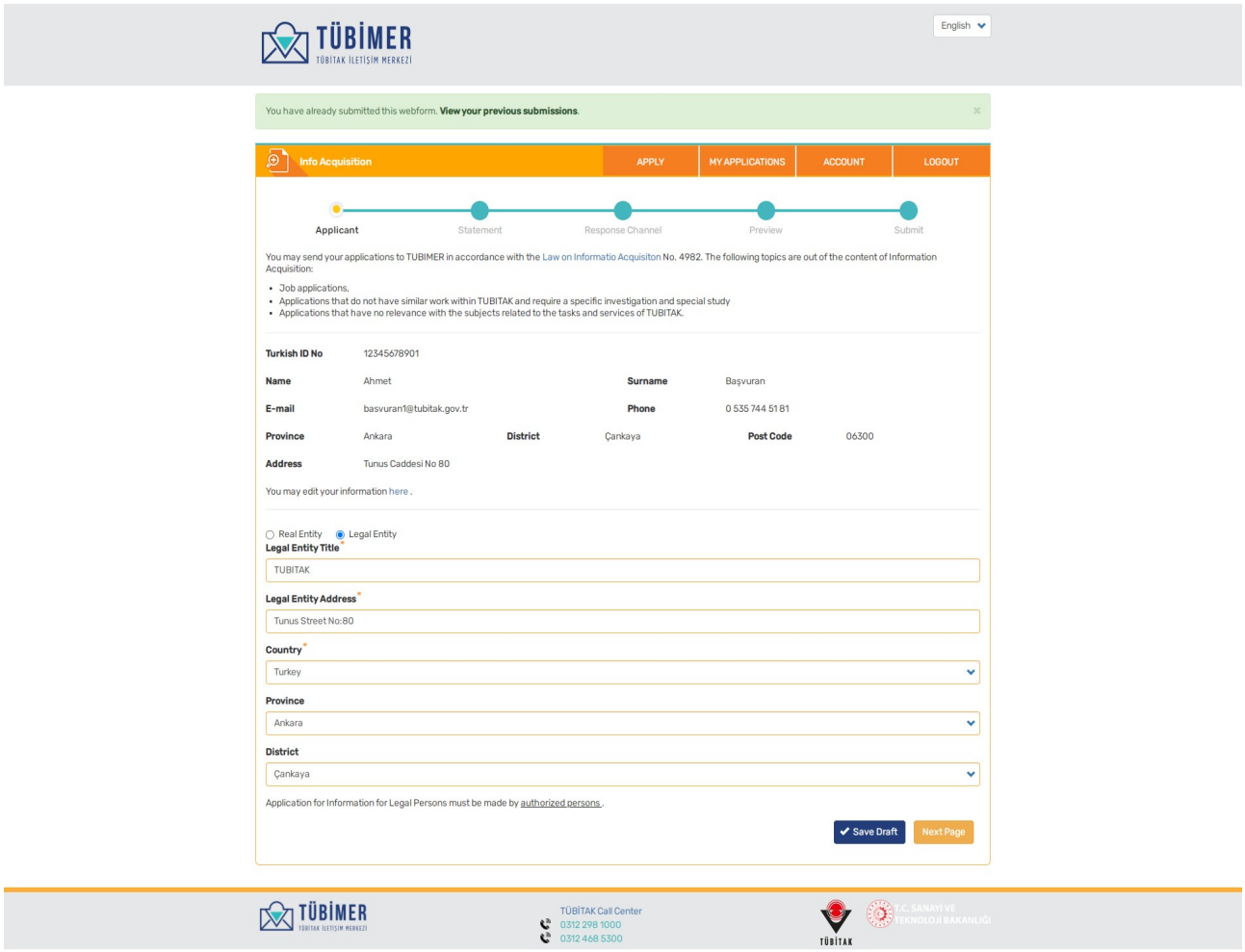
After logging in to the system, the user clicks on “Information Acquisition” button from the menu on the top of the page.



The user can see his/her information on the application page and can return to correct them, if needed, and get information about “Information Acquisition”. Afterwards, the user chooses one of the options: “Real Person” or “Legal Entity”

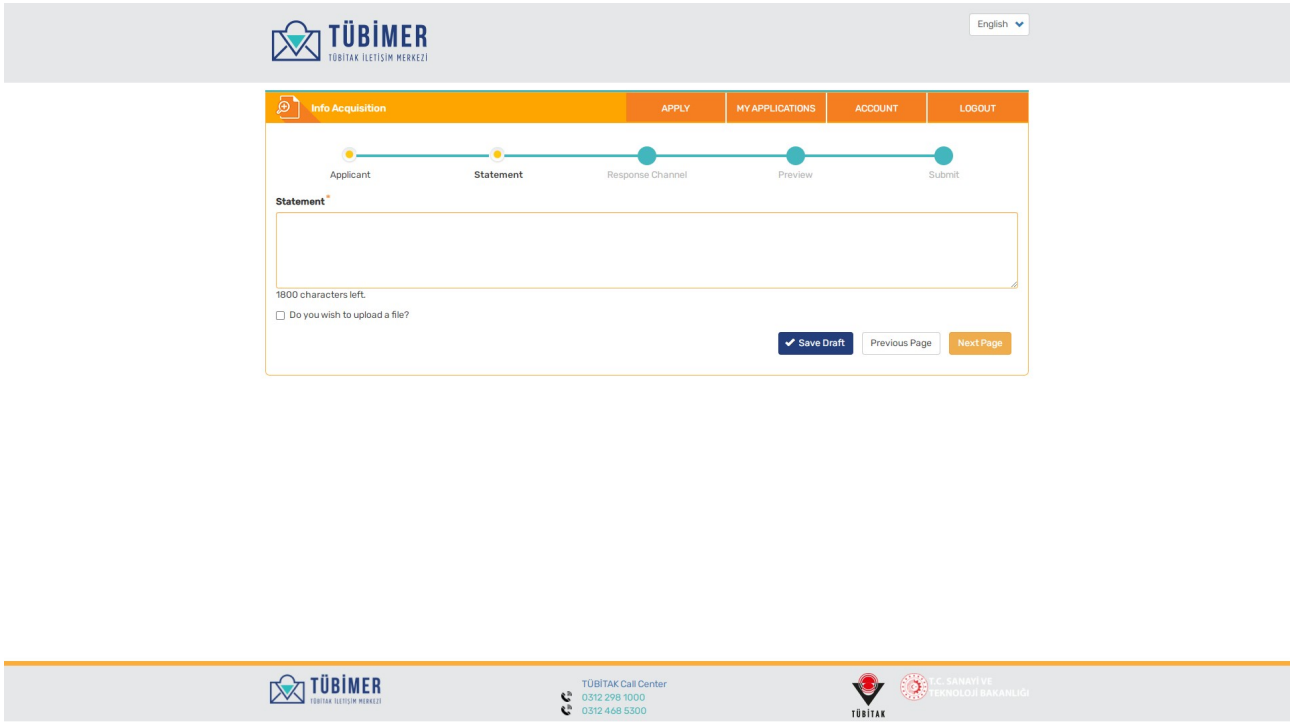
There is no need to enter additional information for the option: **“Real Person”**

If the user has chosen “Legal Entity”, he/she need to enter the necessary information.



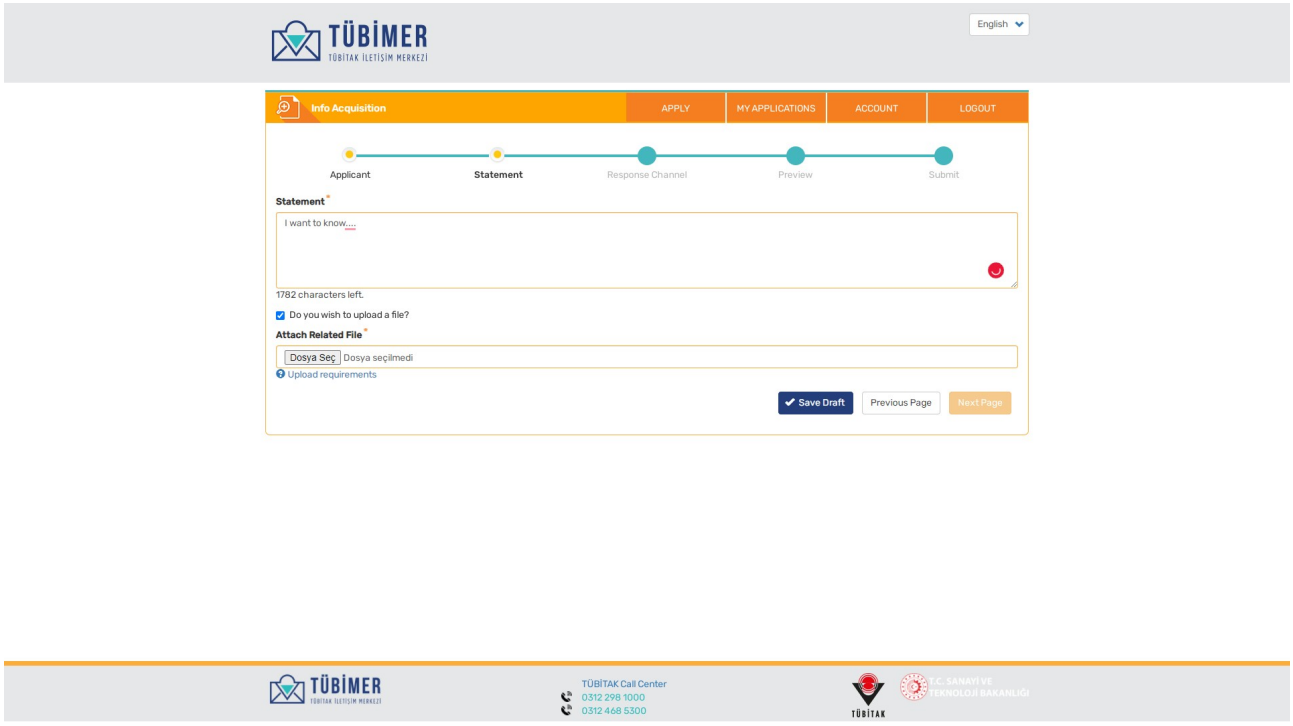
Important: “Information Acquisition” application for Legal Entities should be made by authorised persons.

Afterwards, the user goes to “Statement” section by clicking on “Next Page”. The user enters the statement related to the subject of the Information Acquisition on the “Statement” field and clicks on “Next Page”.



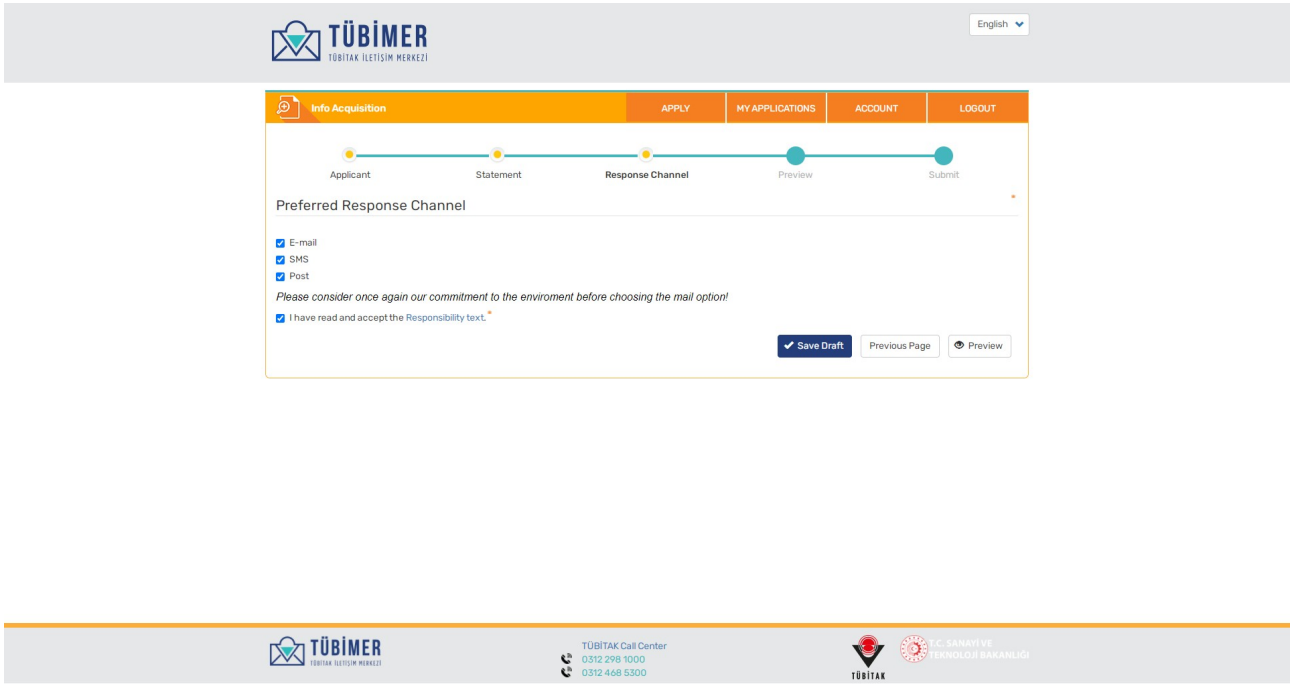
Important: Concrete and explanatory information should be entered in the Statement field which will not exceed 1800 characters.

If the user wishes to add a document related with the statement, he/she can check “Do you wish to attach file” box and after clicking on the “Attach Related File” field the relevant file can be uploaded by choosing.



Important: After “Do you wish to add file” box is checked “Next Page” button will be inavtive. “Next Page” button will be active after uploading the file.

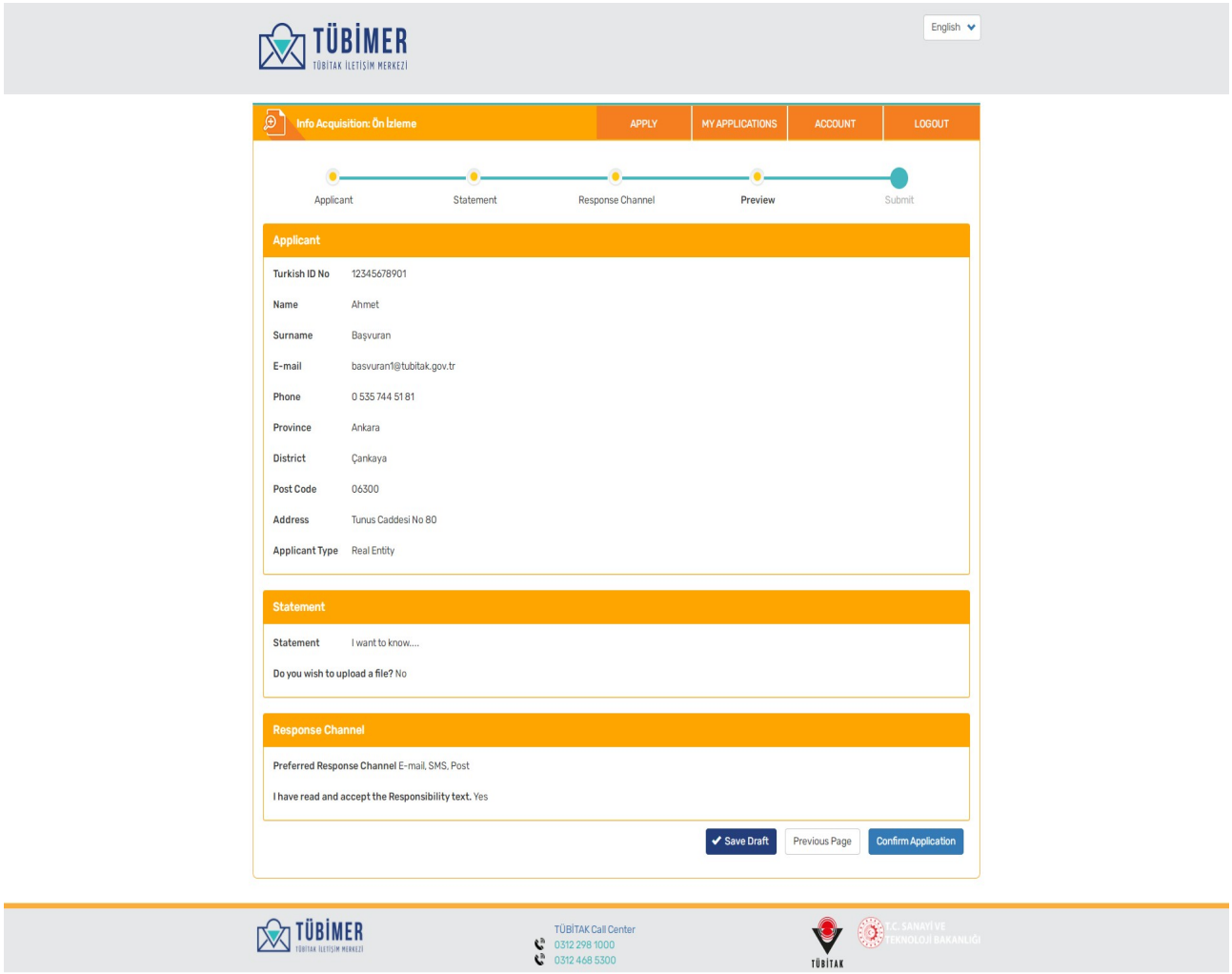
Afterwards, the user chooses the preferred response channels in the “Response Channel” page and approves **“Legal Liability Text”**. The user need to choose at least on the of the response channel options. The user will be contacted through the response channels he/she has chosen.



Afterwards, clicks on **“Preview”** button.

Important: “I have read and accepted the liability text” should not be left unchecked.

The user controls if all the information entered are accurate on the “Preview” page. Until this stage, the application can be saved as a draft by clicking on “Save As Draft” button.



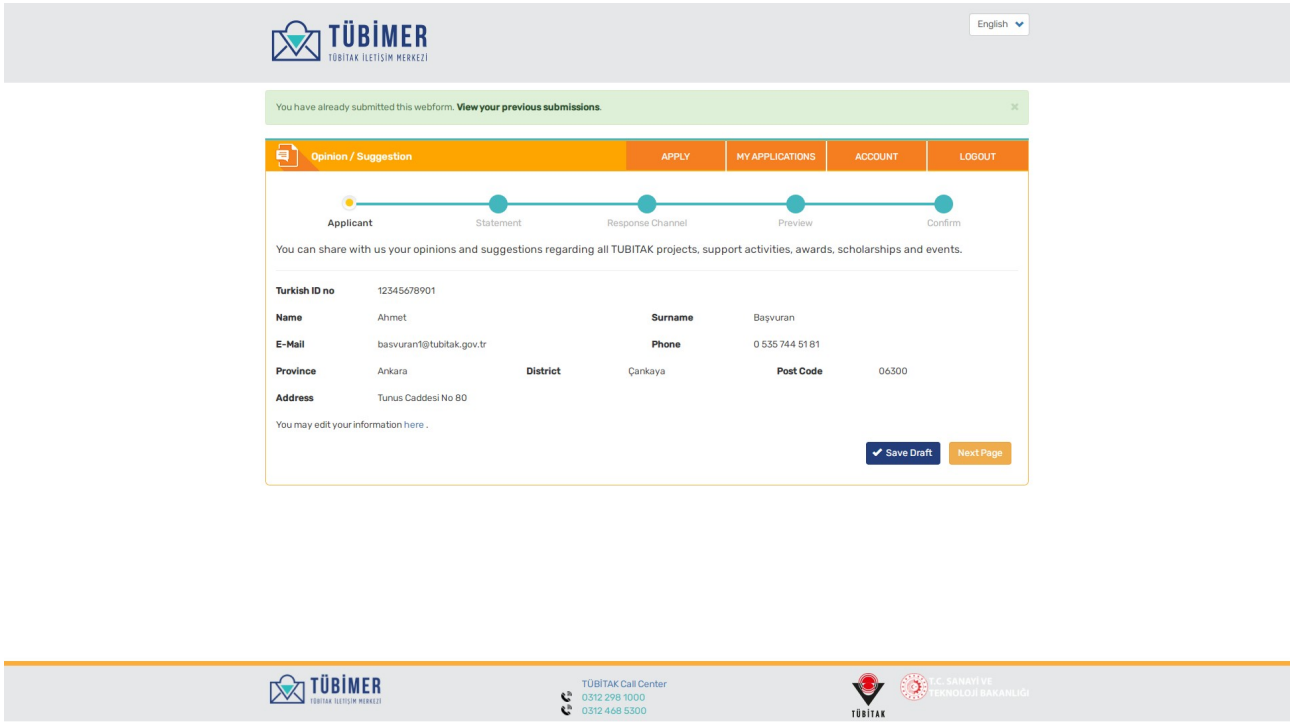
Lastly, the user completes the application by clicking on **“Confirm Application”** button. The user is directed to the Confirmation page where he/she can see the information that application has reached to TUBIMER.

From point on, the user can either log out of the system or review his/her applications through “Applications” page.

Also, by clicking on “You may download your application in pdf from here” button, they can download the pdf file of their application.

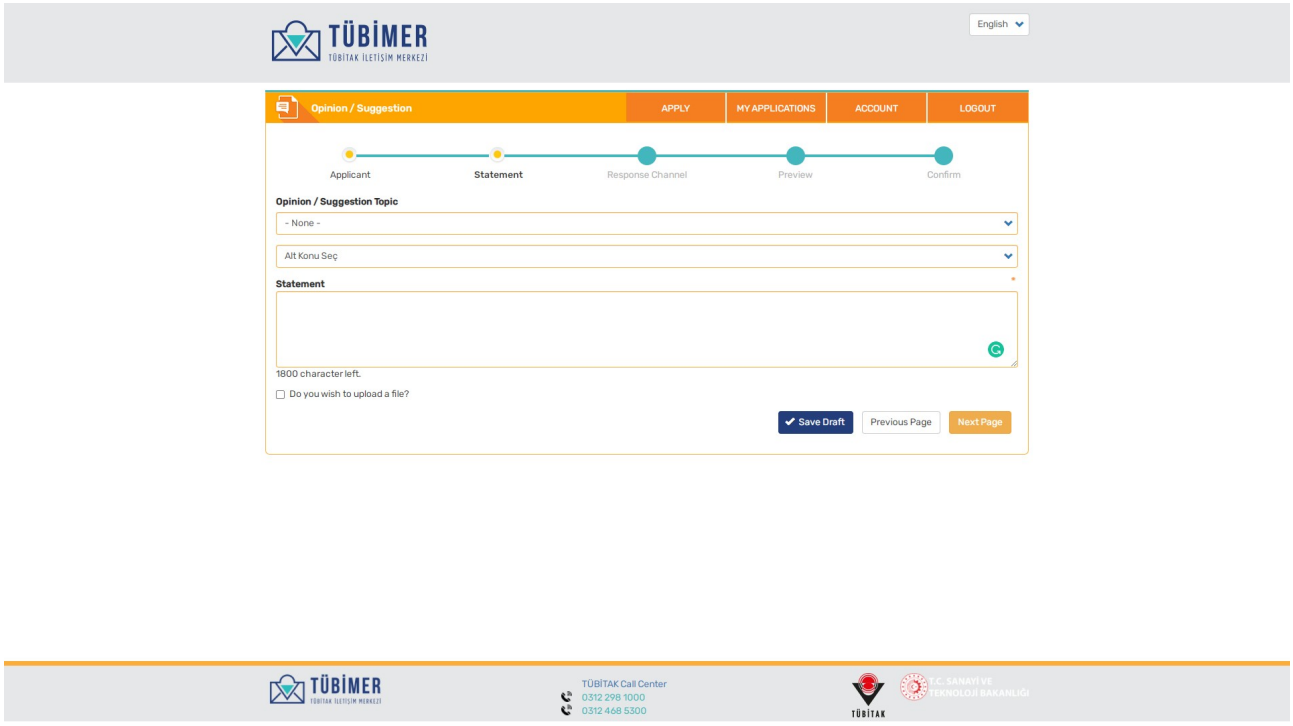
1.3.2 Opinion/Suggestion Application

From the menu the user clicks on “Opinion/Suggestion” option under “Apply” button, and reaches the “Opinion/Suggestion Application page.



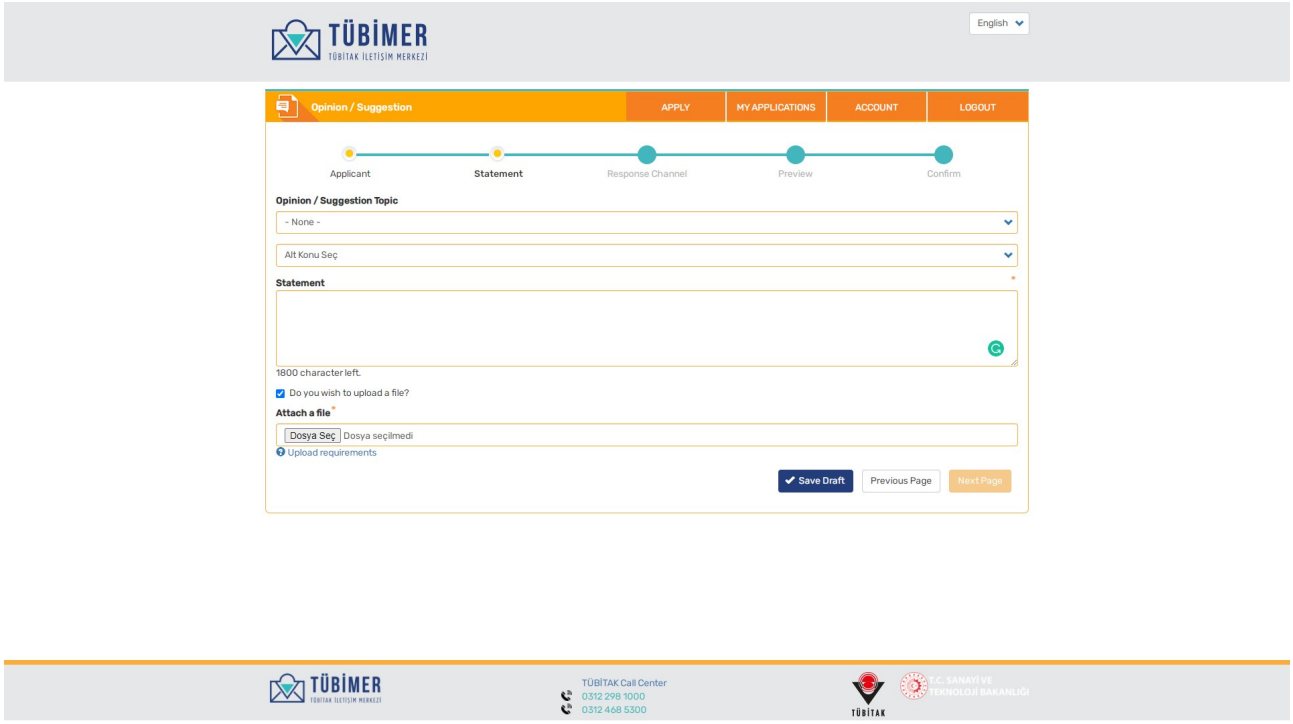
Controls the accuracy of the information and clicks on “Next Page” button.

The user comes to the page where he/she can enter statement for “Opinion/Suggestion”. Here, the user chooses the Opinion/Suggestion sıbject and sub-topic and enters the application statement. Afterwards, clicks on **“Next Page”** button.



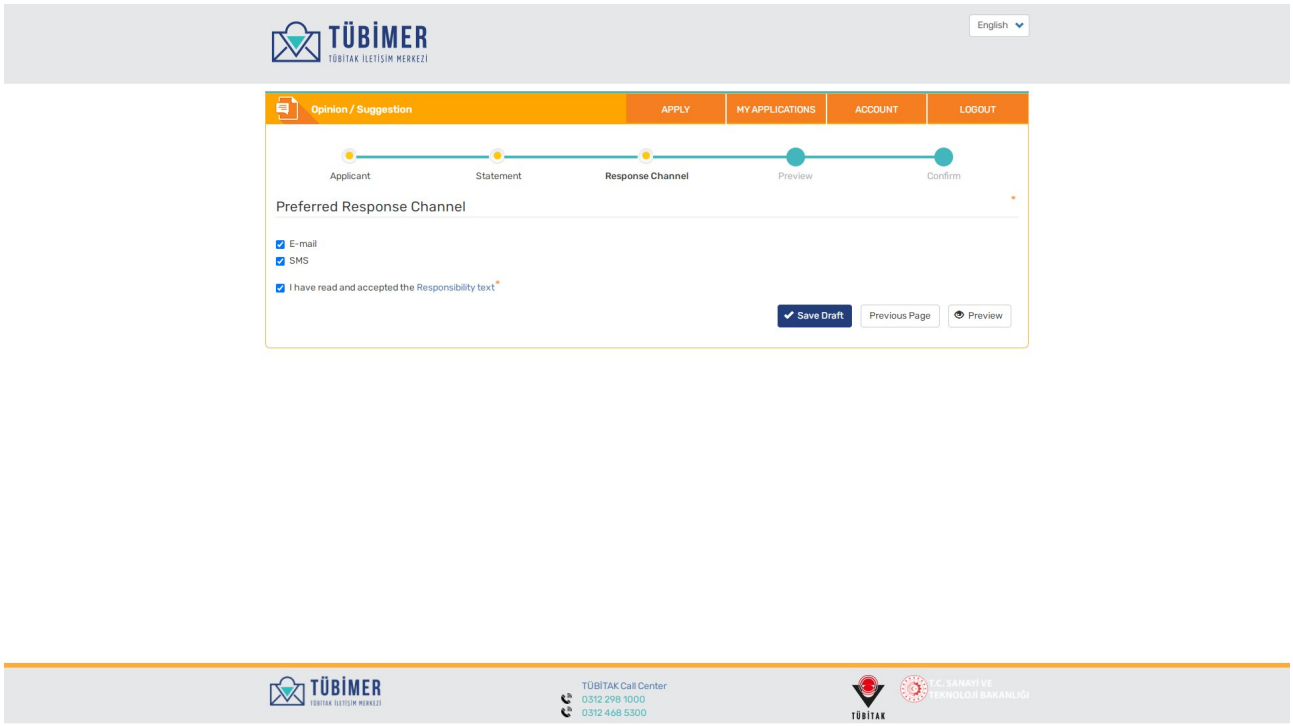
Important: Concrete and explanatory information should be entered in the statement field which will not exceed 1800 characters.

If the user wishes to add a document related with the statement, he/she can check “Do you wish to attach file” box and after clicking on the “Attach Related File” field the relevant file can be uploaded by choosing.



Important: After “Do you wish to add file” box is checked “Next Page” button will be inavtive. “Next Page” button will be active after uploading the file.

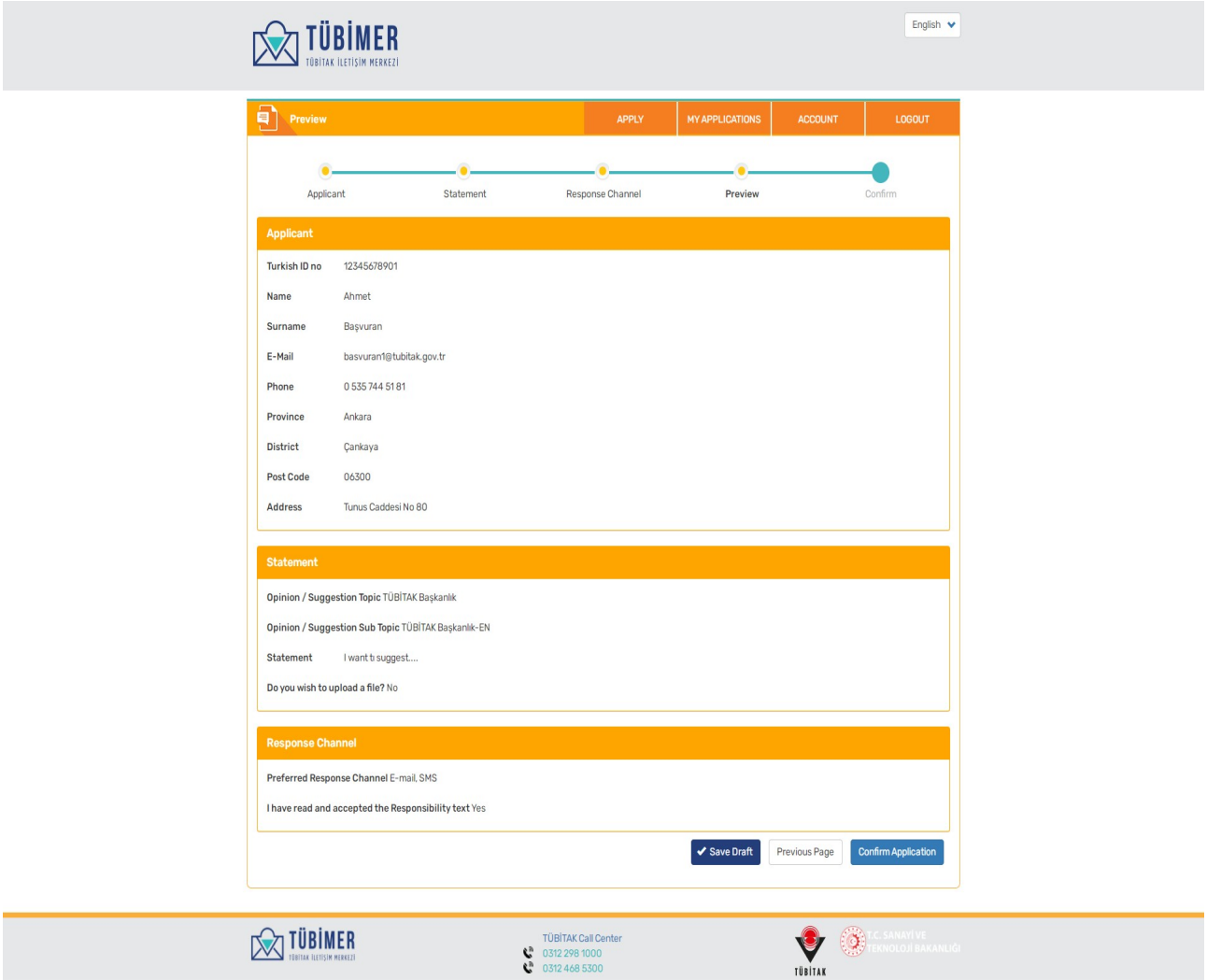
The user is directed to “Response Channel” page.



Afterwards, the user chooses the preferred response channels in the “Response Channel” page and approves **“Legal Liability Text”**. The user need to choose at least on the of the response channel options. The user will be contacted through the response channels he/she has chosen. Afterwards the user clicks on **“Preview”** btton.

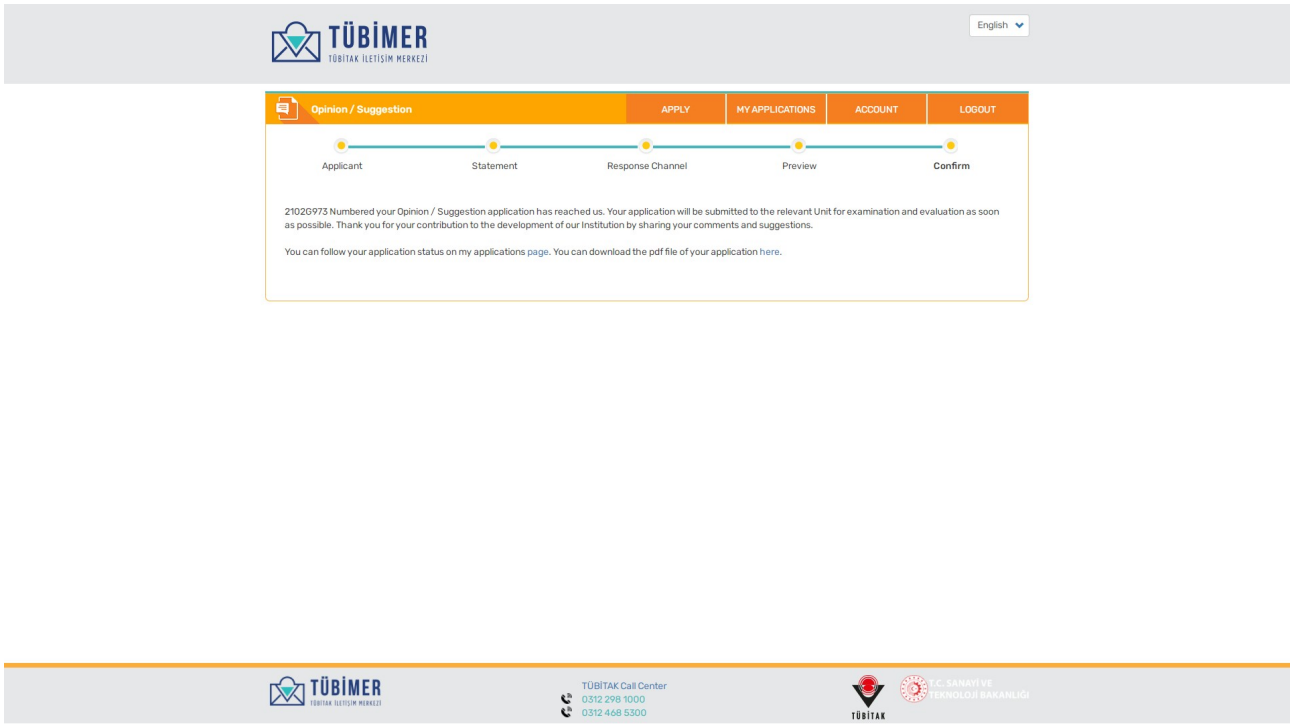
Important: “I have read and accepted the liability text” option should not be left unchecked.

The user is directed to “Preview” page.



Here the user controls the information he/she entered and completes the application by clicking on **“Confirm Application”** button. . Until this stage, the application can be saved as a draft by clicking on **“Save As Draft”** button.

The user is directed to the Confirmation page where the information that the application has reached TUBIMER is notified.

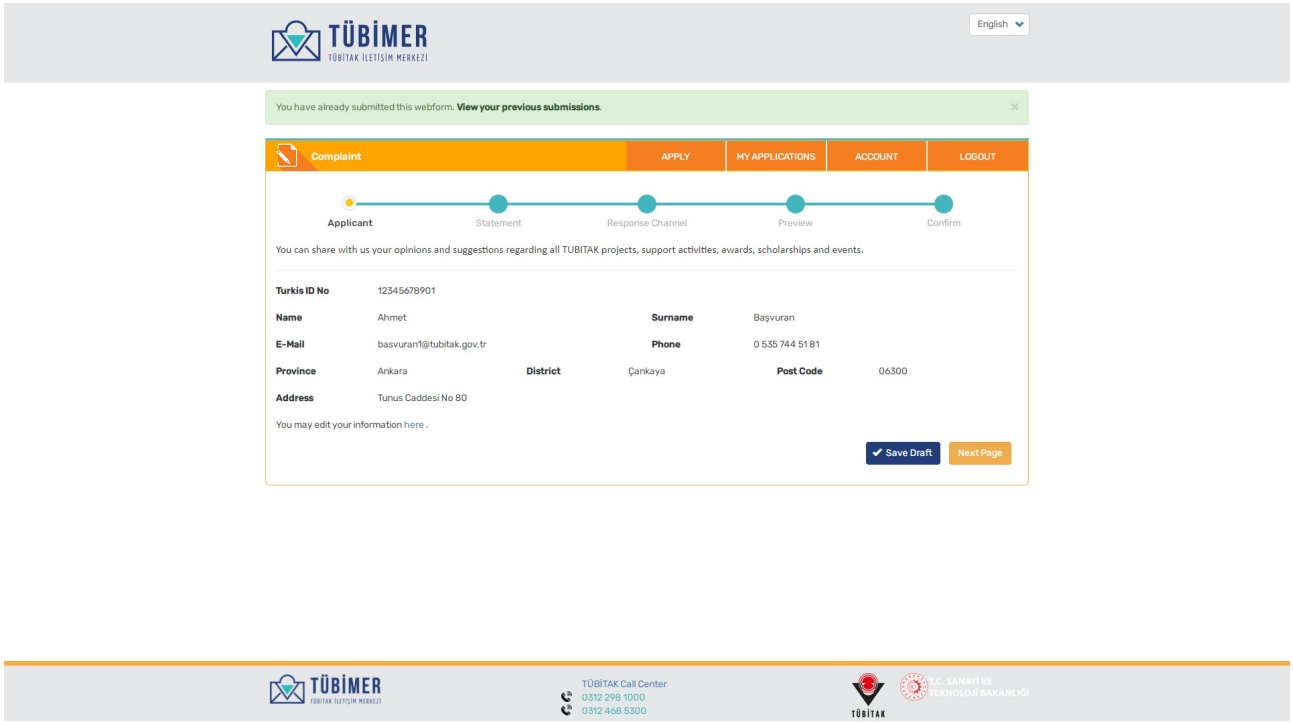


From this point on, the user can either log out of the system or view his/her applications through “Applications” page.

Also, by clicking on “You may download your application in pdf from here” button, they can download the pdf file of their application.

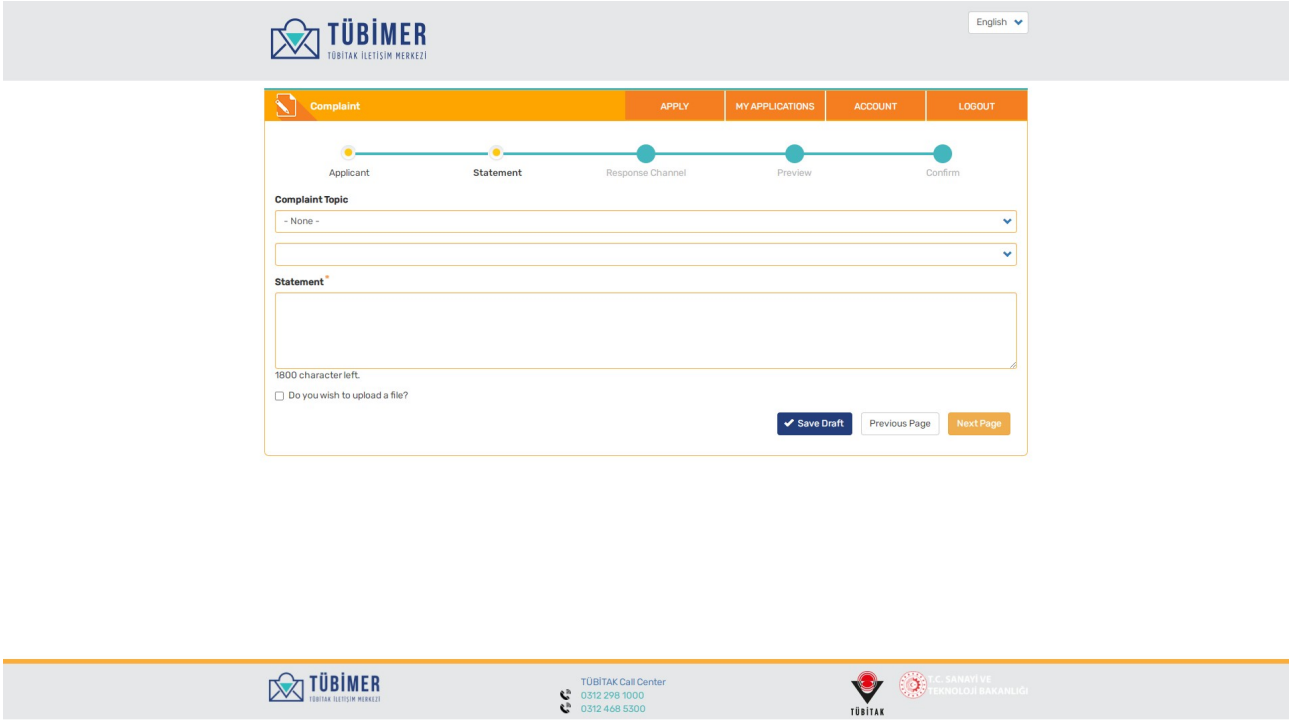
1.3.3 Complaint Application

The user clicks on **“Complaint”** option under **“Apply”** menu and reaches “Complaint Application” page.



On this page, the user controls the accuracy of his/her information and clikcs on “Next Page” button.

On the statement page, the user chooses the subject and sub-topic of the complaint. Afterwards enters a statement in the “Statement” field and clicks on “Next Page” button.

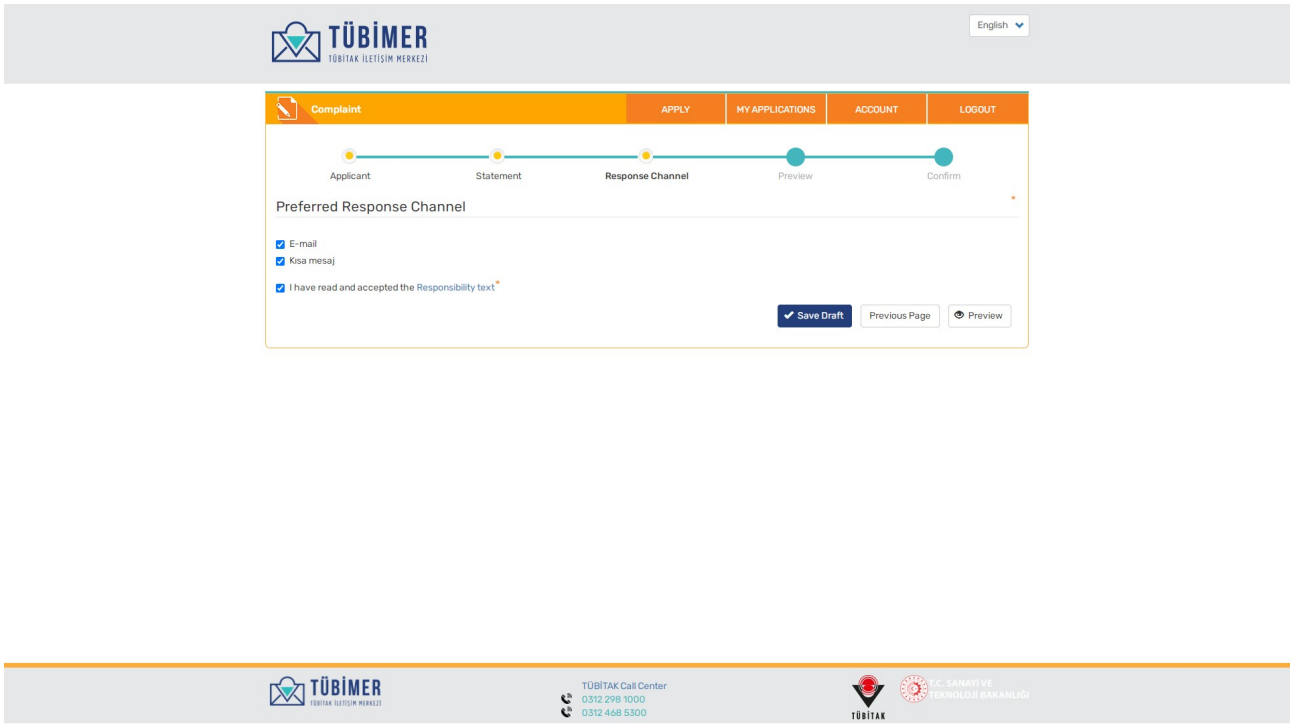


Important: Concrete and explanatory information needs to be enetered in the statement field which should not exceed 1800 characters.

If the user wishes to add a document related with the statement, he/she can check “Do you wish to attach file” box and after clicking on the “Attach Related File” field the relevant file can be uploaded by choosing.

Important: After “Do you wish to add file” box is checked “Next Page” button will be inavtive. “Next Page” button will be active after uploading the file.

The user is directed to “Response Channel” page.



Afterwards, the user chooses the preferred response channels in the “Response Channel” page and approves **“Legal Liability Text”**. The user need to choose at least on the of the response channel options. The user will be contacted through the response channels he/she has chosen. Afterwards the user clicks on **“Preview”** btton.

Important: “I have read and accepted the liability text” option should not be left unchecked.

The user is directed to “Preview” page.

Here the user controls the information he/she entered and completes the application by clicking on **“Confirm Application”** button. Until this stage, the application can be saved as a draft by clicking on **“Save As Draft”** button.

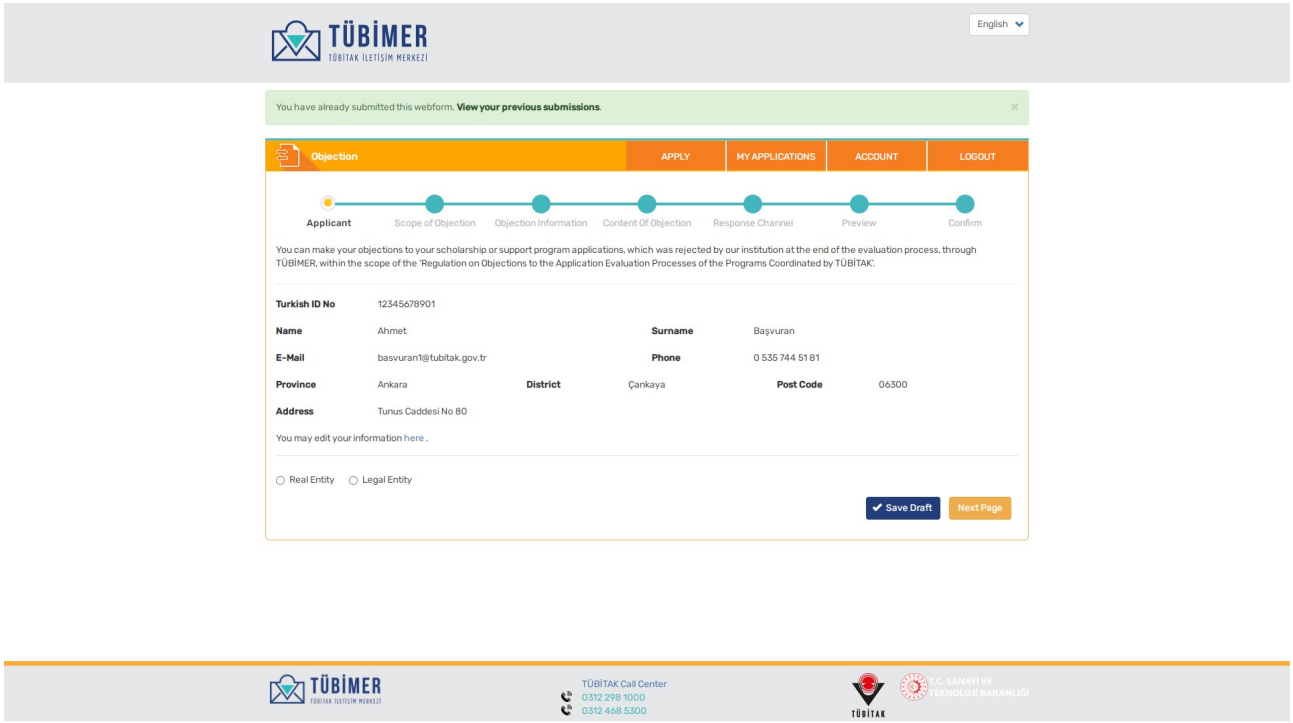
The user is directed to the Confirmation page where the information the application has reached TUBIMER is notified.

From point on, the user can either log out of the system or review his/her applications through “Applications” page.

Also, by clicking on “You may download your application in pdf from here” button, they can download the pdf file of their application.

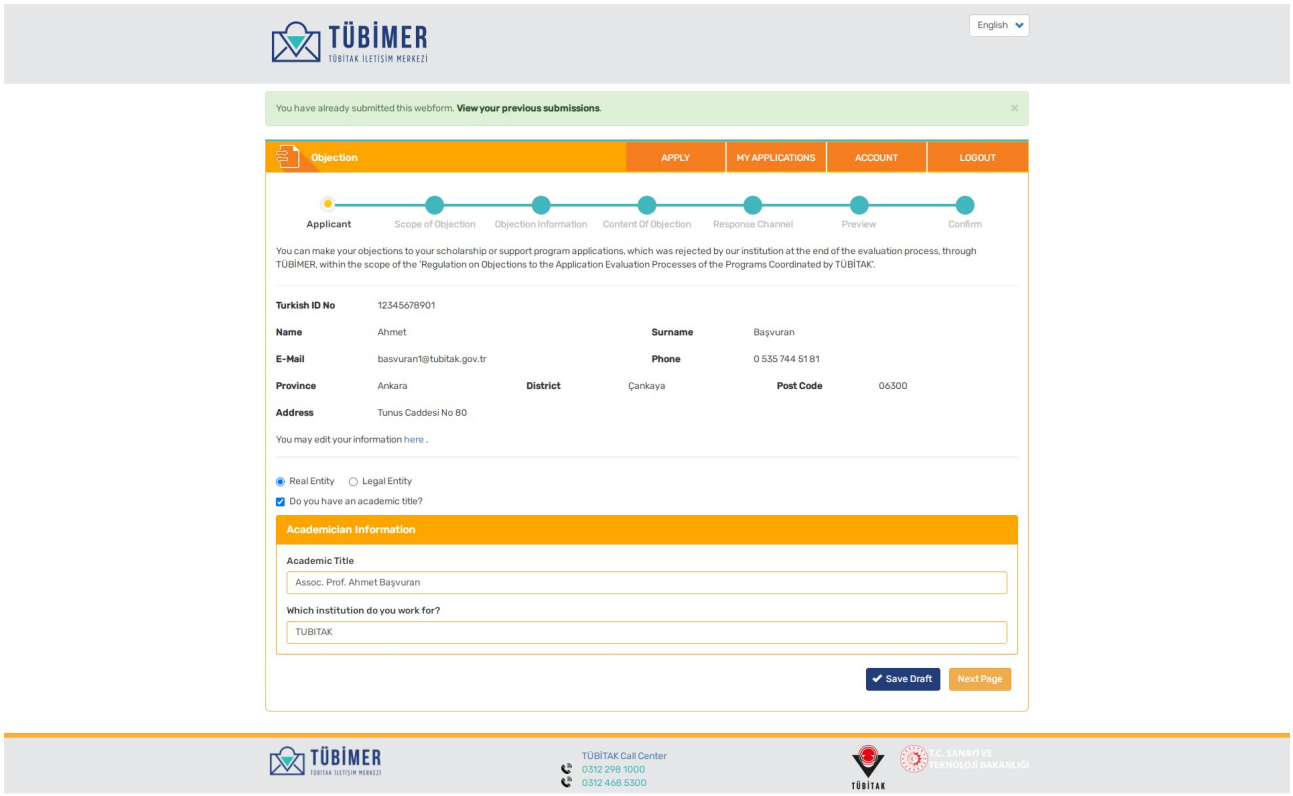
1.3.4 Objection Application

The user reaches “Objection Application” page by clicking on “Objection” option under “Apply” menu.



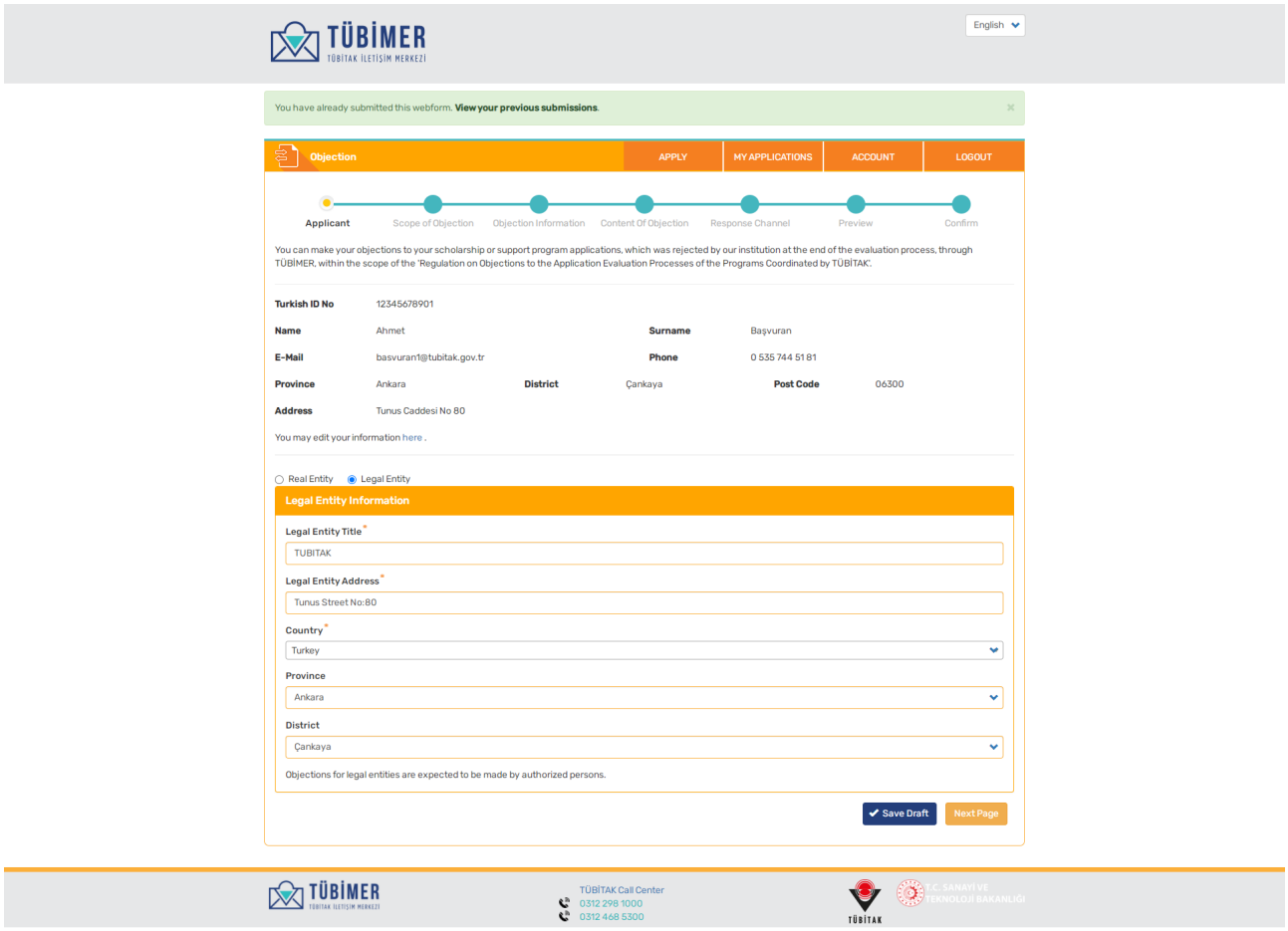
On the application page, the usercan view his/her information and have information regarding “Objection Application”. Afterwards, the user chooses from one of the options: “Real Person” or “Legal Entity”

If the user has checked “Real Person”, “Academic Title” can optionally be chosen and academic information is entered.



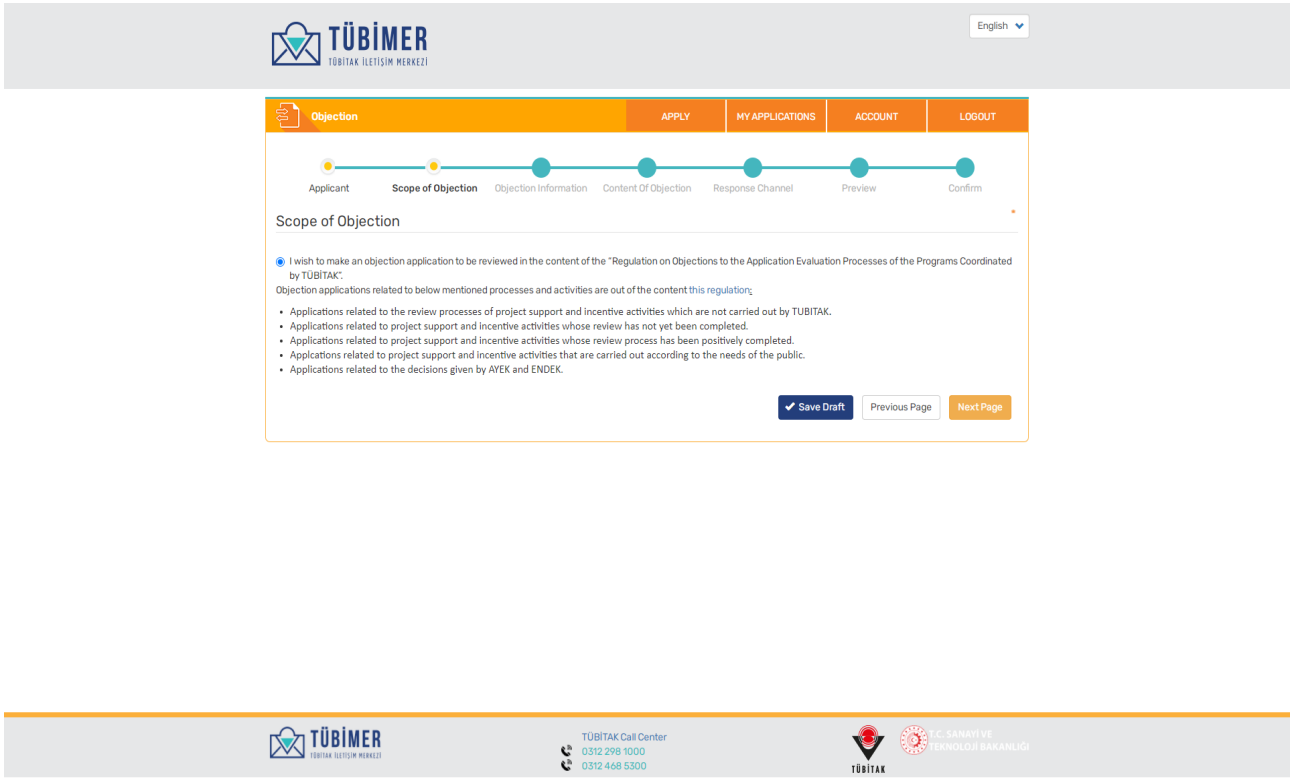
Afterwards, clicks on “Next Page” button.

If the user has chosen “Legal Entity” he/she has to enter the necessary information.



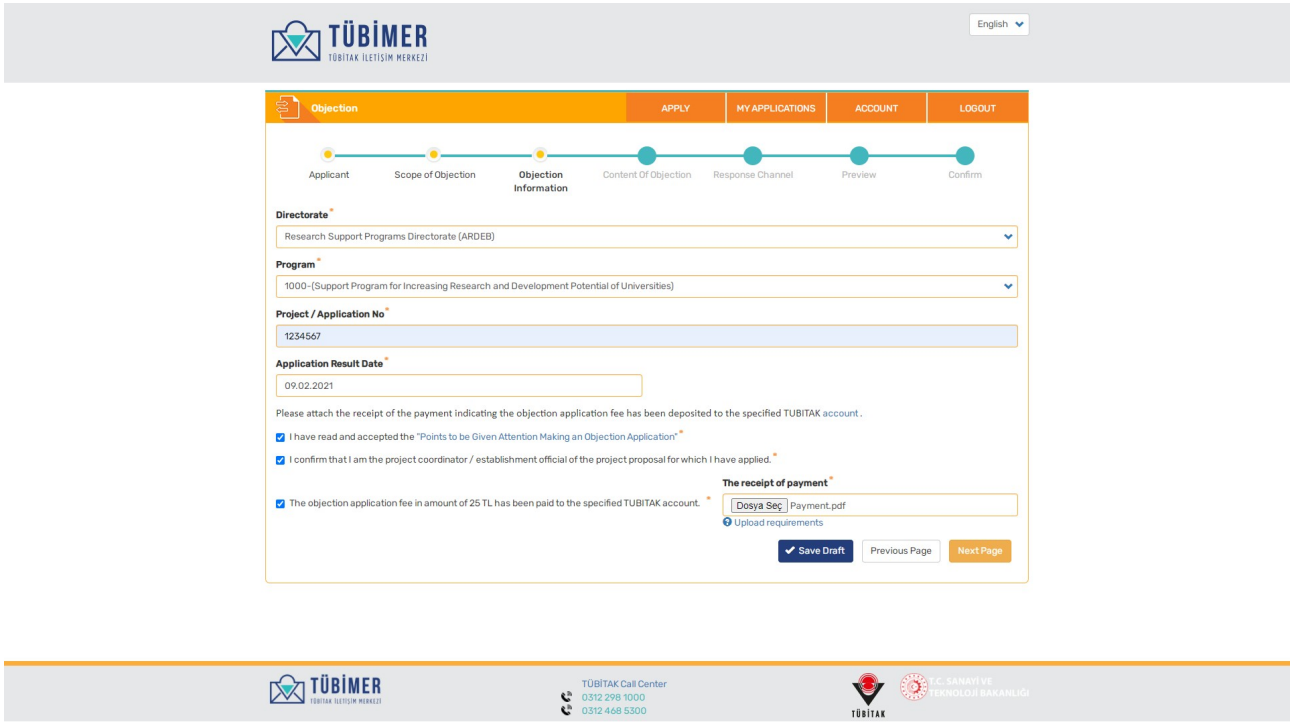
Afterwards, clicks on “Next Page” button.

The user indicates that his her/application is within the scope of "Regulation on Objections to the Application Evaluation Processes of the Programs Run by TÜBİTAK" by marking it.



By clicking on “Next Page” button, the user moves to the next stage.

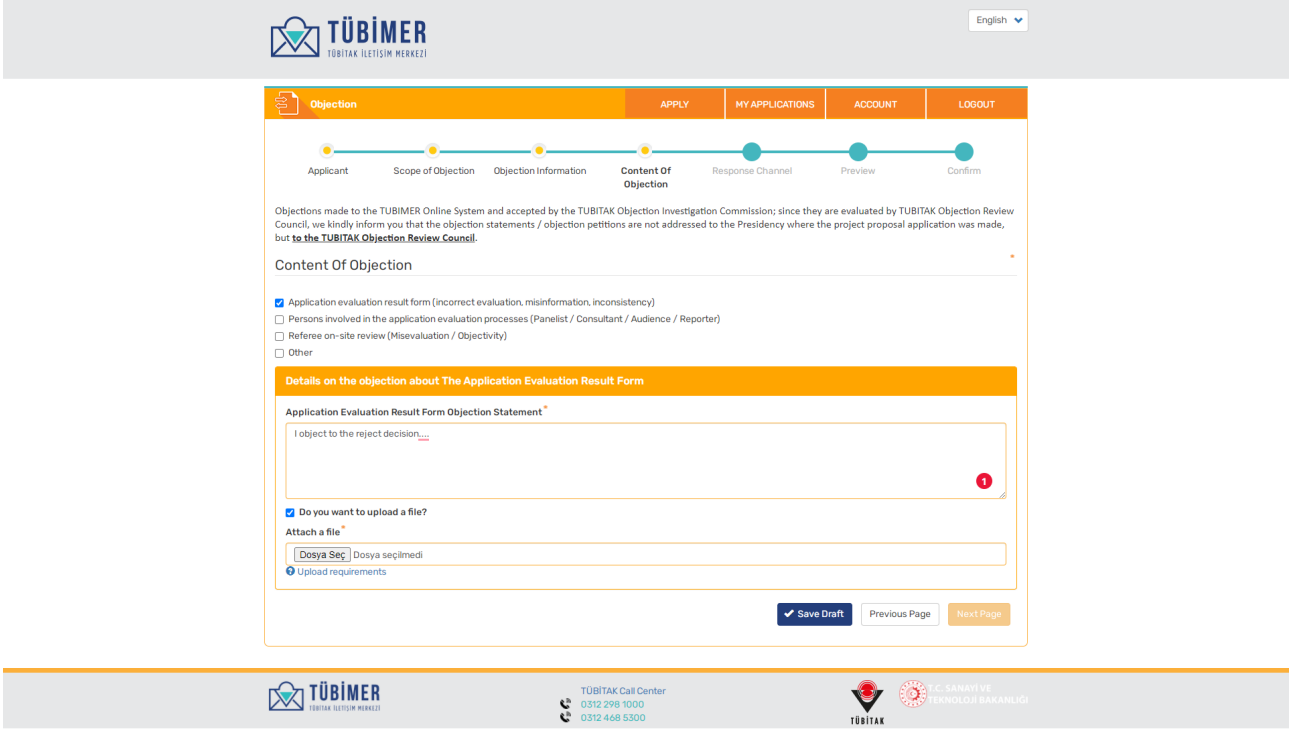
On the “Objection Information” page, the user enters the information of Presidency, Program, Project/Application Number, Application Result and Date related to Objection Application. Afterwards, the user needs to read and accept “Points to be Concerned During Objection Application”. Thereafter, the user deposits the application fee of 25 TL to TUBITAK accounts, uploads the receipt to the system and chekcs the box stating that fee has been deposited. Afterwards, the user clicks on “Next Page” button.



Importan: TUBITAK account numbers can be seen by clikcing on “account” link in blue. On the remittance statement, the user should write “TUBIMER Objection Application”.

Important: When the user reaches “Objection Information” page, “Next Page” button will be inactive. After the necessary fields in the form is filled out and payment receipt is uploaded to the system, “Next Page” button will be active.

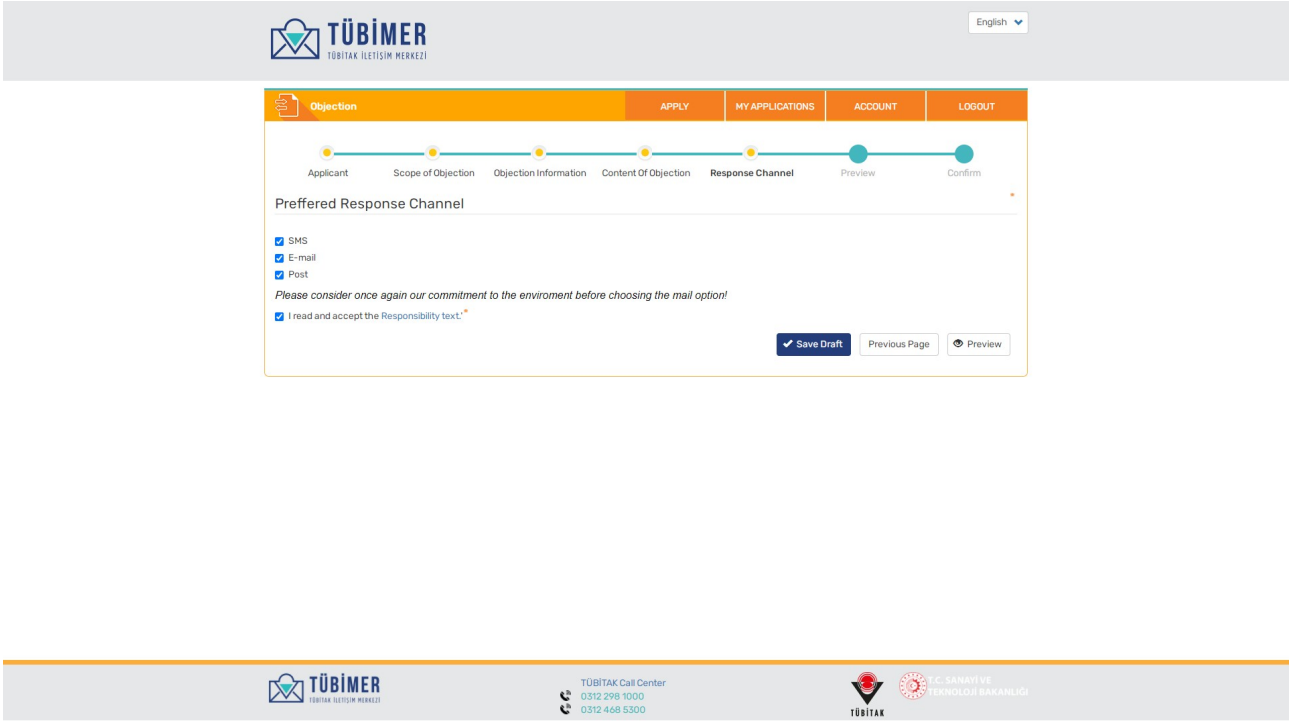
On the “Objection Content” page, the user chooses fitting contents for his/her application. Enters the necessary statements and uploads additional documents.



Afterwards, clicks on “Next Page” button.

Important: After checking “Do you wish to upload a file” box, “Next Page” button will be inactive. “Next Page” will be active after uploading the necessary documents.

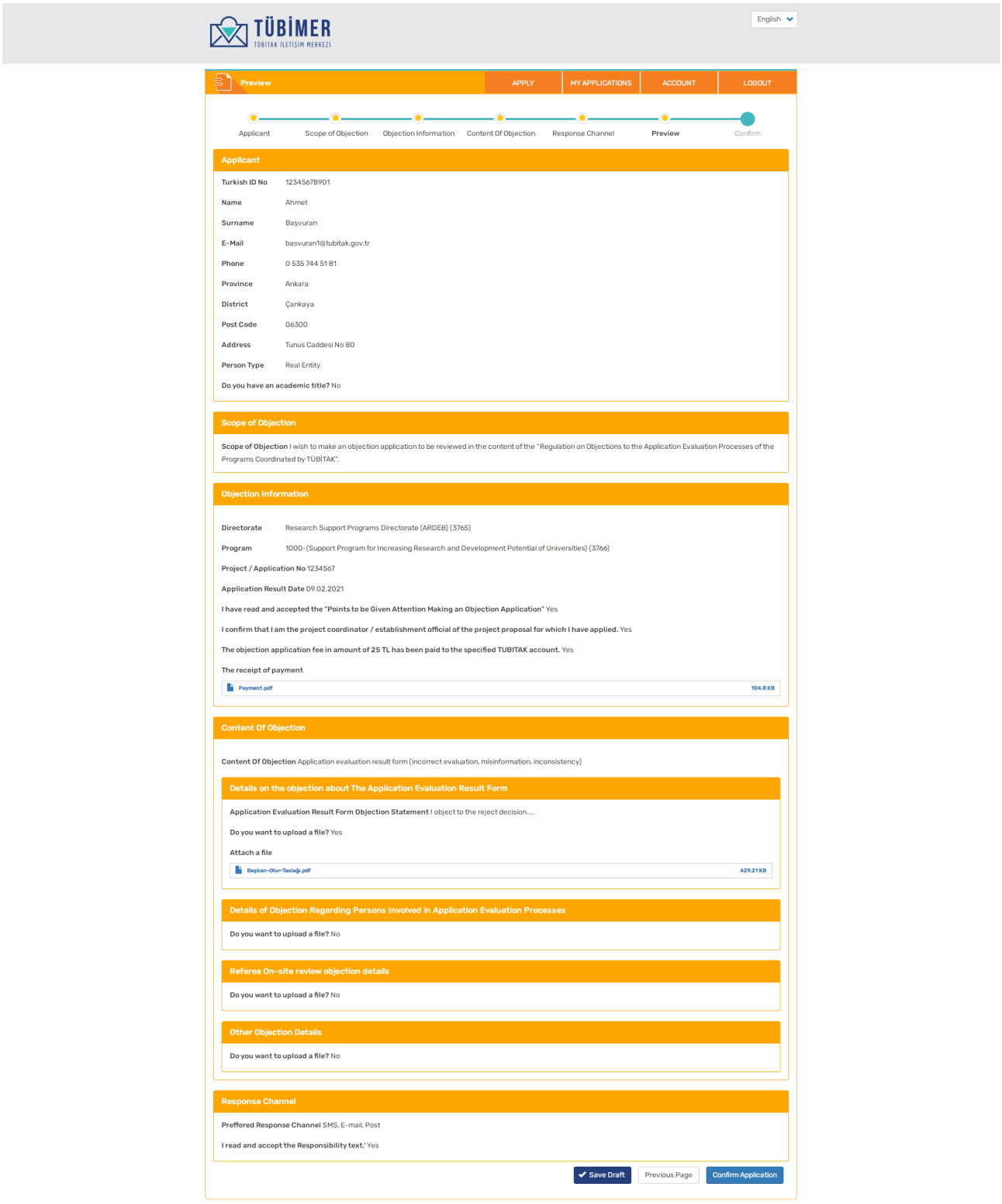
The user is directed to “Response Channel” page.



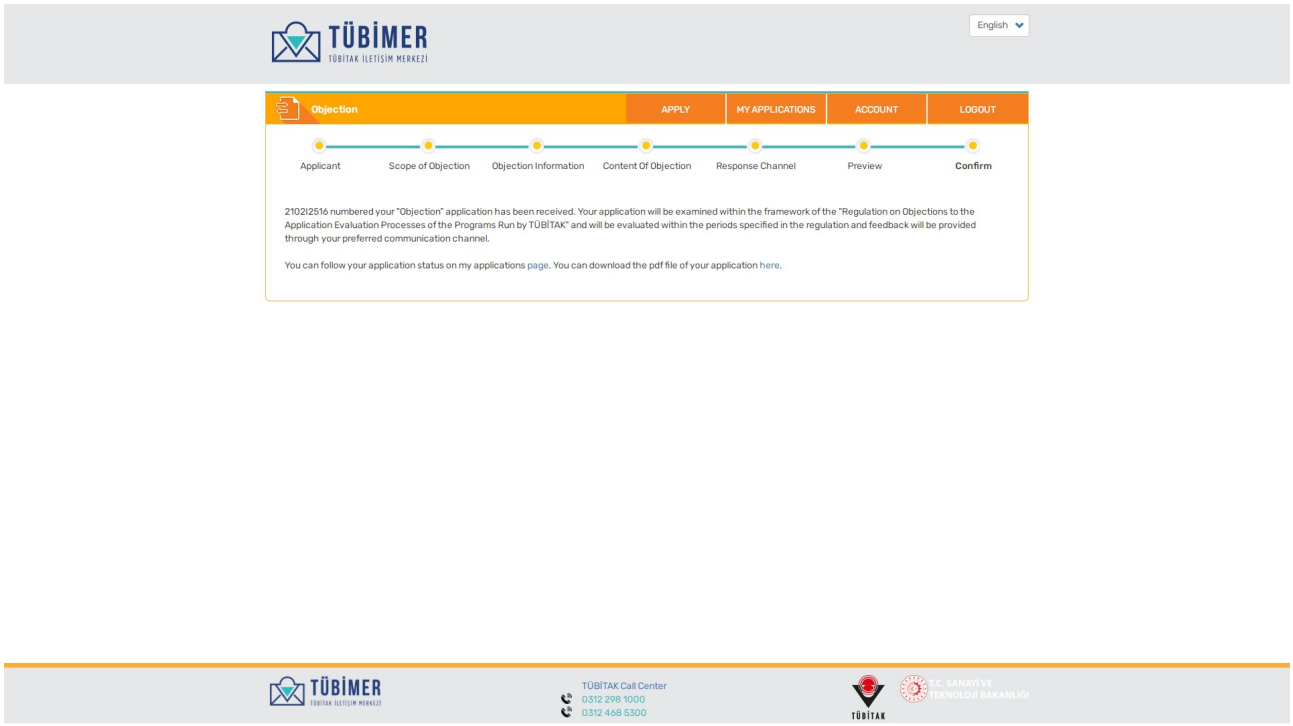
Afterwards, the user chooses the preferred response channels in the “Response Channel” page and approves **“Legal Liability Text”**. The user need to choose at least on the of the response channel options. The user will be contacted through the response channels he/she has chosen. Afterwards the user clicks on **“Preview”** button.

Important: “I have read and accepted the liability text” option should not be left unchecked.

The user controls if all the information entered are accurate on the “Preview” page. Until this stage, the application can be saved as a draft by clicking on “Save As Draft” button.



Afterwards, the application is completed by clicking on “Confirm Application” button.



From point on, the user can either log out of the system or review his/her applications through “Applications” page.

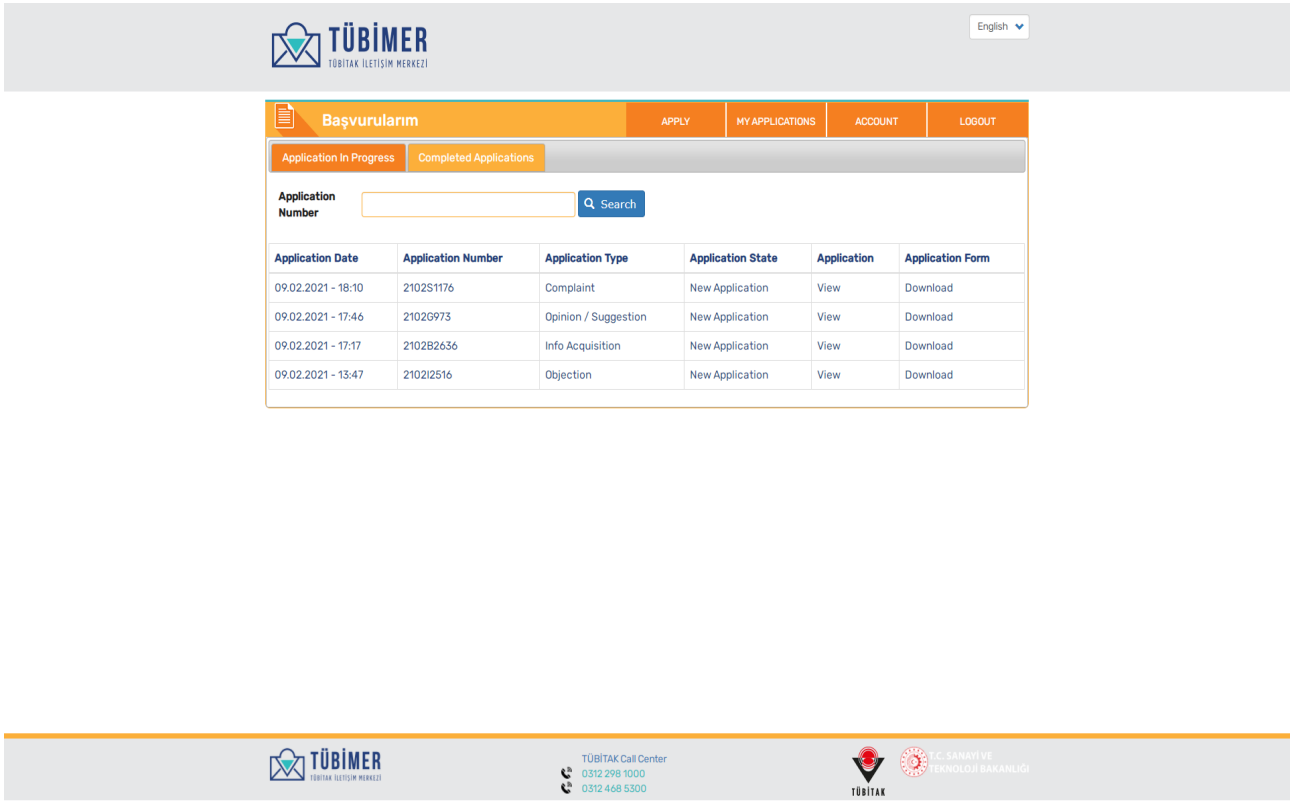
Also, by clicking on “You may download your application in pdf from here” button, they can download the pdf file of their application.

The user is directed to the notification page where the information that the application has reached TUBIMER is notified.

1.4 Application Review

1.4.1 Applications in Process

If the user has not logged in to the system, by activating the “Check Application” option; If the user has logged in to the system, by clicking on “My Applications” on the top menu, he/she can reach the applications page.



On this page “Applications in Process” tab is active. If the user wishes, he/she can view the applications currently in review process. The user can also download his/her applications as pdf.

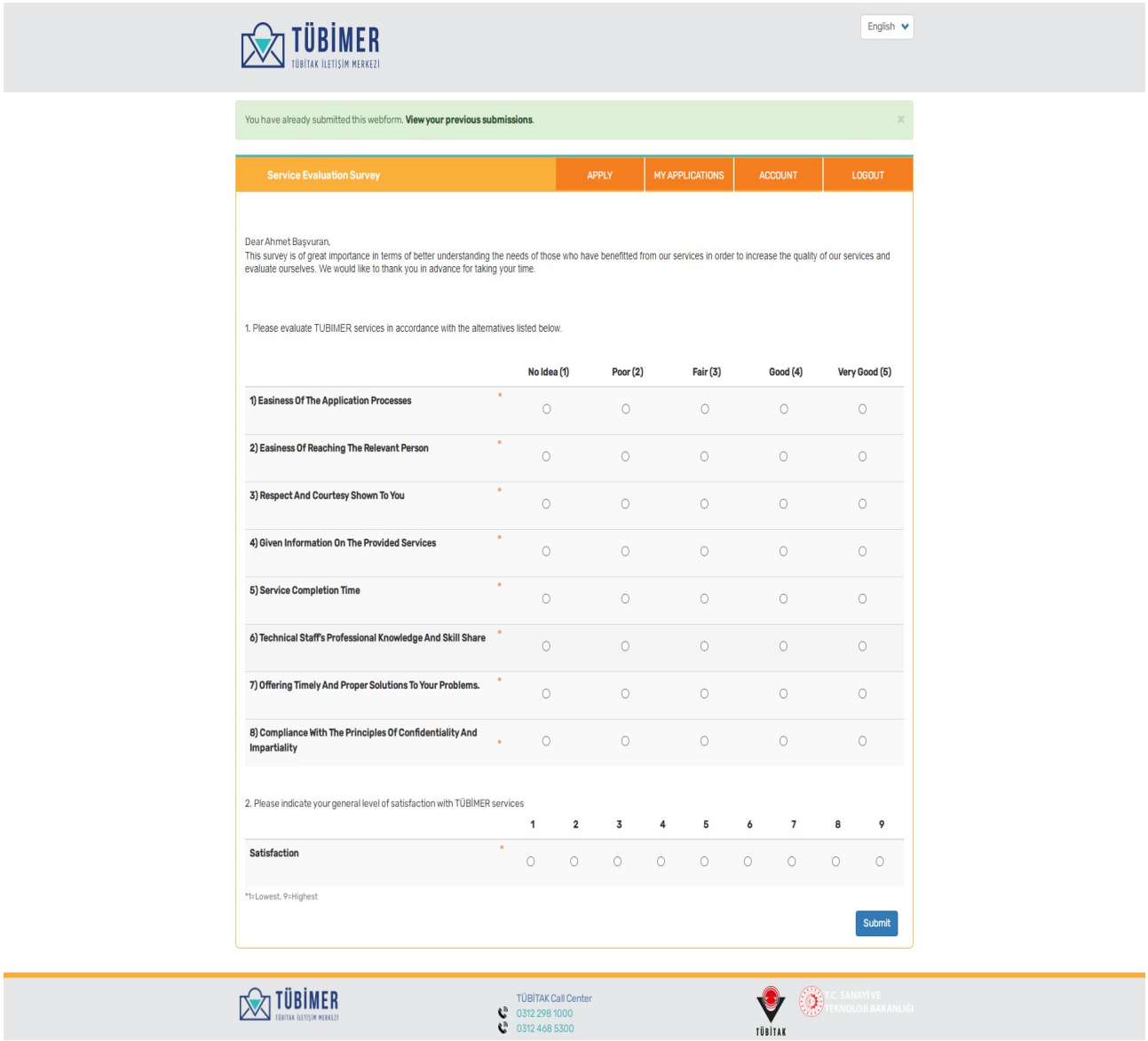
1.4.2 Completed Applications

The user can view completed applications by clicking on “Completed Applications” on “Applications” page.

If the user wishes, he/she can reach the evaluation results on this page and download the results as pdf.

Important: If the user wishes, he/she can fill out the satisfaction survey that is related to the service received.

1.4.3 Filling out User Satisfaction Survey

If the user wishes, he/she can fill out a satisfaction survey for the service received regarding the application.

After reviewing the related questions, completes the survey by clicking on “Confirm” button.