



**ONLINE PLATFORM
KULLANICI KILAVUZU**

tubimer.tubitak.gov.tr

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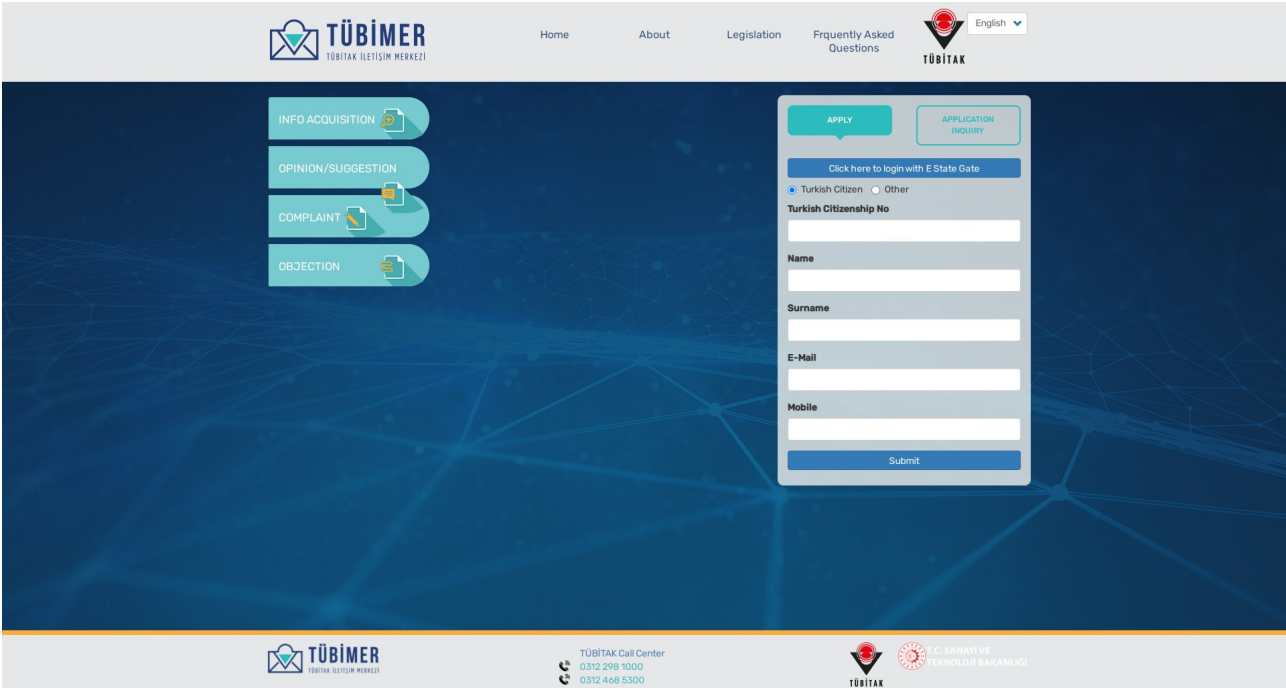
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1. Applicatn User Guide

1.1 Login to the System

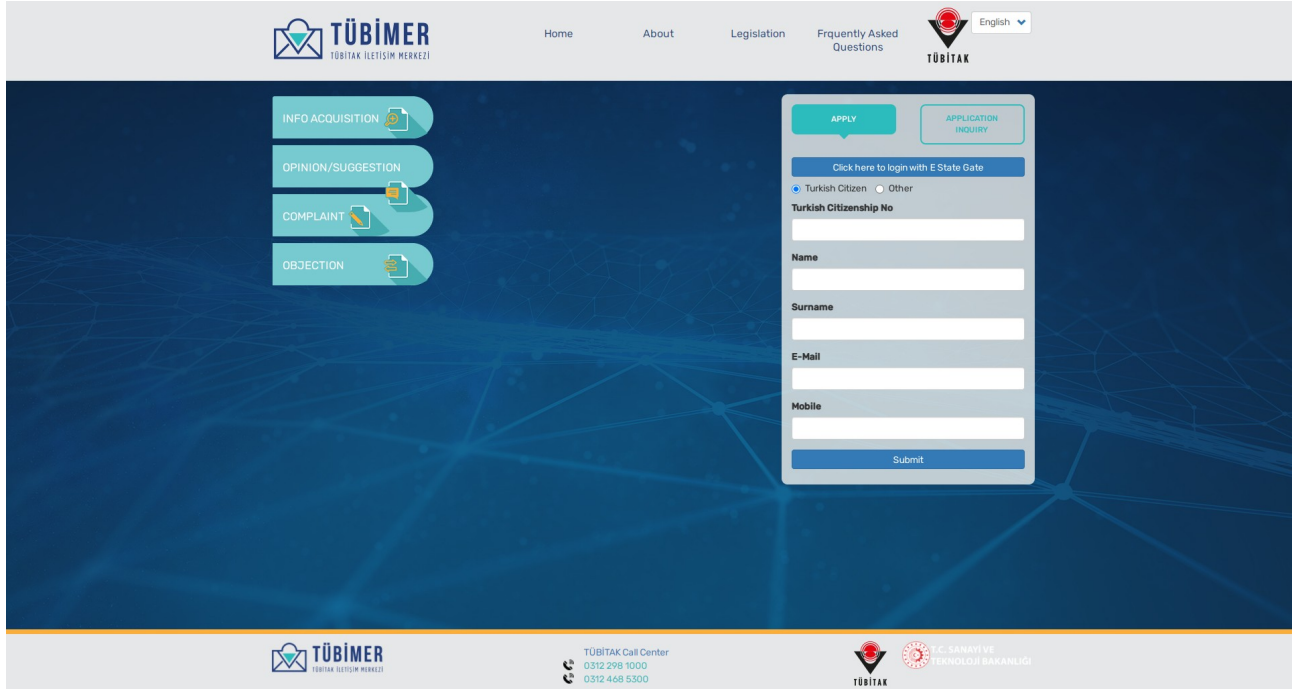
1.1.1 Login to the System with Short Message and TR Identity Number

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



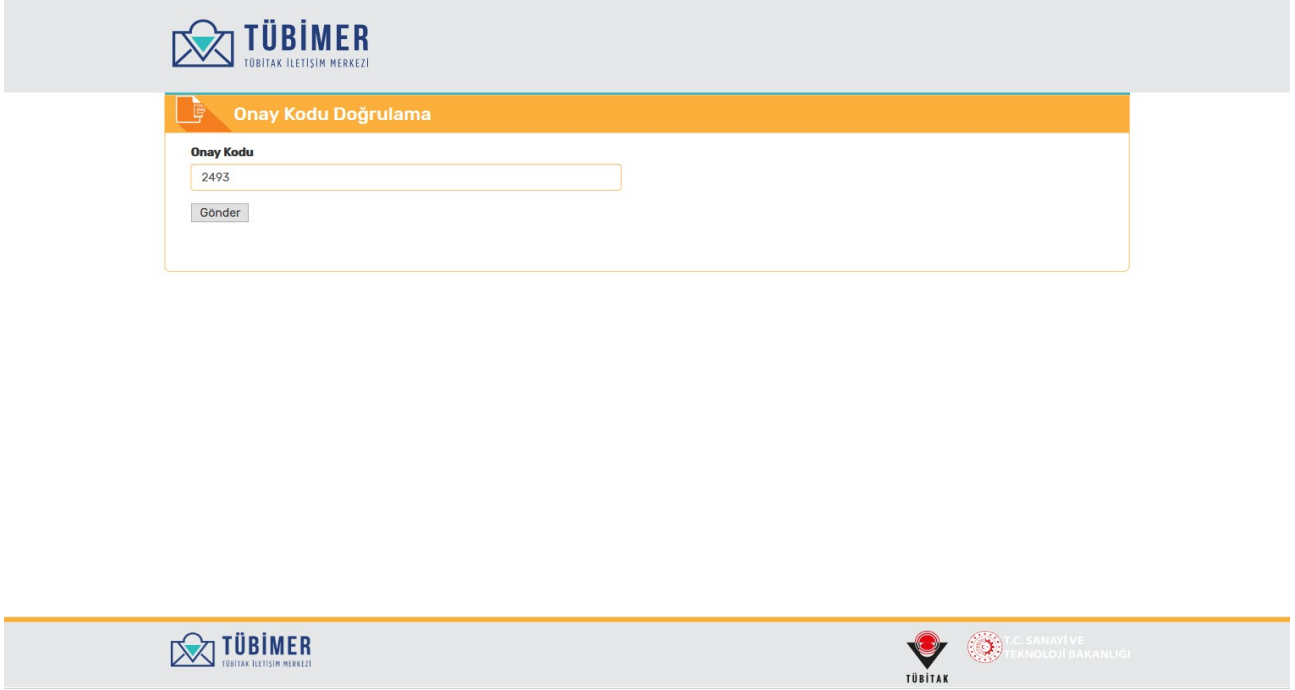
The screenshot displays the TUBIMER website interface. The header includes the TUBIMER logo, navigation links (Home, About, Legislation, Frequently Asked Questions), and a language selector (English). The main content area features a dark blue background with a network pattern. On the left, there are four service categories: INFO ACQUISITION, OPINION/SUGGESTION, COMPLAINT, and OBJECTION. On the right, there is a login form with the following fields: Turkish Citizenship (radio buttons for Turkish Citizen and Other), Turkish Citizenship No, Name, Surname, E-Mail, and Mobile. A 'Submit' button is located at the bottom of the form. The footer contains the TUBIMER logo, contact information for the TUBİTAK Call Center (0312 298 1000 and 0312 468 5300), and the TUBİTAK logo along with the Ministry of Industry, Trade and Technology (T.C. SANAYİ VE TEKNOLOJİ BAKANLIĞI).

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.



The screenshot displays the TUBIMER website interface. The header includes the TUBIMER logo, navigation links (Home, About, Legislation, Frequently Asked Questions), and a language dropdown menu set to English. The main content area features a dark blue background with a network pattern. On the left, there are four teal buttons: INFO ACQUISITION, OPINION/SUGGESTION, COMPLAINT, and OBJECTION. On the right, the 'APPLY' form is visible, which includes an 'APPLICATION INQUIRY' button, a link to login with E State Gate, radio buttons for 'Turkish Citizen' (selected) and 'Other', and input fields for 'Turkish Citizenship No', 'Name', 'Surname', 'E-Mail', and 'Mobile'. A 'Submit' button is located at the bottom of the form. The footer contains the TUBIMER logo, contact information for the TUBİTAK Call Center (0312 298 1000 and 0312 468 5300), and logos for TÜBİTAK and the Ministry of Industry, Trade and Technology.

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

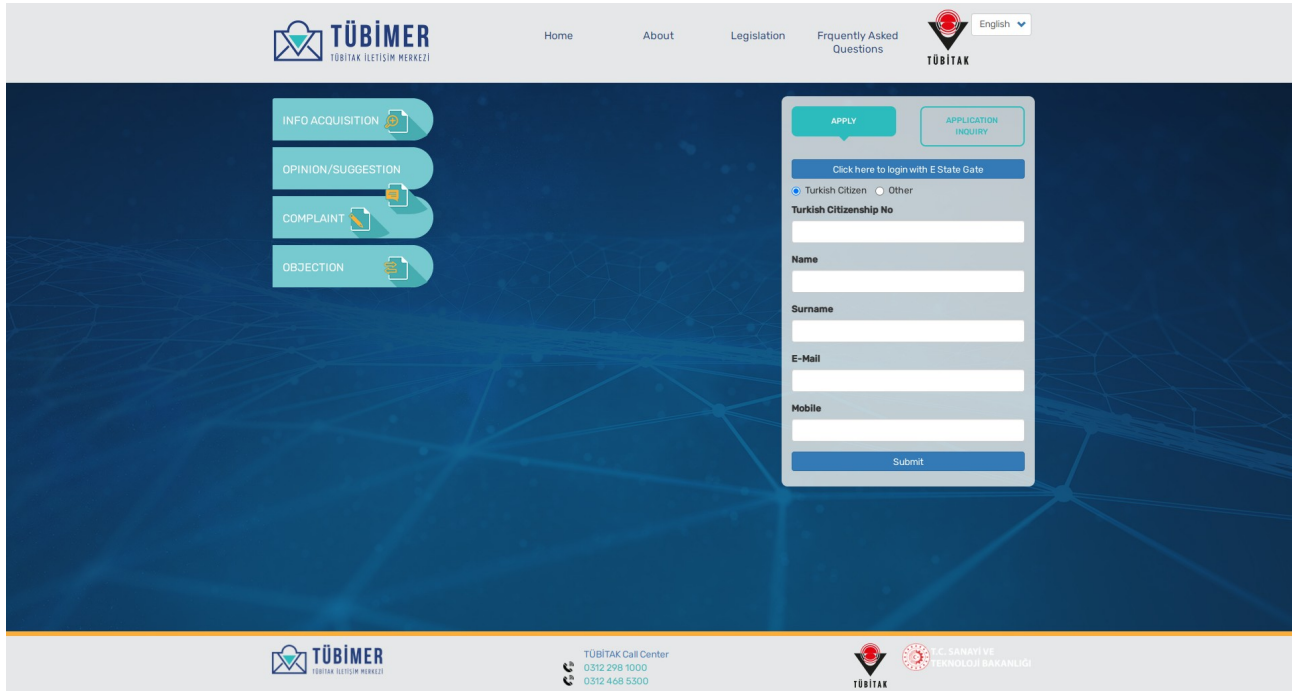


The user earns the opportunity to register in the system by entering the "Confirmation Code" on this page, which is sent via a text message. The user can use the same method to log into the system in the following logins. Information received during registration will be stored in the user's profile.

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

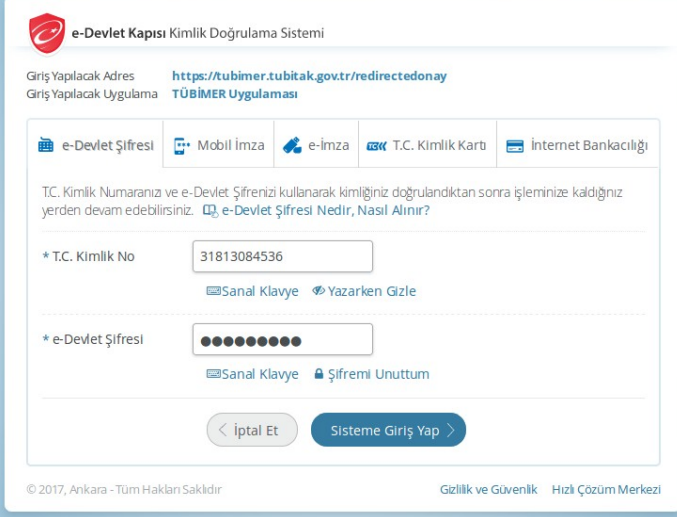
1.1.2 Log in with E-Devlet

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



The screenshot displays the TUBIMER website interface. The header includes the TUBIMER logo, navigation links (Home, About, Legislation, Frequently Asked Questions), and the TUBİTAK logo with a language dropdown set to English. The main content area features a dark blue background with a network pattern. On the left, there are four service categories: INFO ACQUISITION, OPINION/SUGGESTION, COMPLAINT, and OBJECTION. On the right, there is a login form titled "Click here to login with E State Gate". The form includes radio buttons for "Turkish Citizen" (selected) and "Other", a text field for "Turkish Citizenship No", and text fields for "Name", "Surname", "E-Mail", and "Mobile". A "Submit" button is located at the bottom of the form. The footer contains the TUBIMER logo, contact information for the TUBİTAK Call Center (0312 298 1000 and 0312 468 5300), and the TUBİTAK logo along with the Ministry of Industry, Trade and Technology logo.

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



e-Devlet Kapısı Kimlik Doğrulama Sistemi

Giriş Yapılacak Adres <https://tubimer.tubitak.gov.tr/redirectedonay>
Giriş Yapılacak Uygulama **TUBIMER Uygulaması**

[e-Devlet Şifresi](#) [Mobil İmza](#) [e-İmza](#) [T.C. Kimlik Kartı](#) [İnternet Bankacılığı](#)

T.C. Kimlik Numaranız ve e-Devlet Şifrenizi kullanarak kimliğiniz doğrulandıktan sonra işlemimize kaldığınız yerden devam edebilirsiniz. [e-Devlet Şifresi Nedir, Nasıl Alınır?](#)

* T.C. Kimlik No
[Sanal Klavye](#) [Yazarken Gizle](#)

* e-Devlet Şifresi
[Sanal Klavye](#) [Şifremi Unuttum](#)

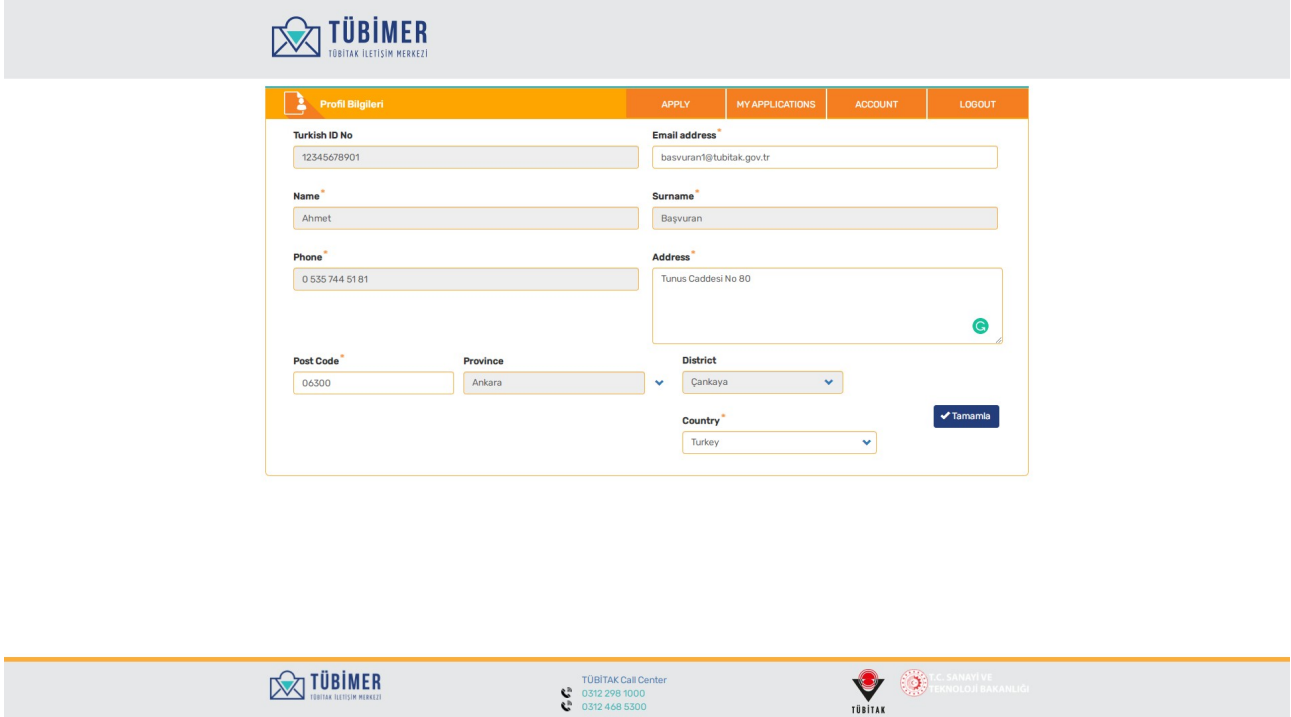
[< İptal Et](#) [Sisteme Giriş Yap >](#)

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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.



The screenshot shows the TUBIMER Applicant Account Page. The page header includes the TUBIMER logo and navigation tabs: APPLY, MY APPLICATIONS, ACCOUNT, and LOGOUT. The main content area is titled "Profil Bilgileri" and contains a form with the following fields:

- Turkish ID No: 12345678901
- Email address: basvuran1@tubitak.gov.tr
- Name: Ahmet
- Surname: Basvuran
- Phone: 0 535 744 51 81
- Address: Tunus Caddesi No 80
- Post Code: 06300
- Province: Ankara
- District: Çankaya
- Country: Turkey

A "Tamamla" (Complete) button is located at the bottom right of the form.

The footer of the page includes the TUBIMER logo, contact information for the TUBİTAK Call Center (0312 298 1000 and 0312 468 5300), and logos for TÜBİTAK and the Ministry of Industry, Trade and Technology.

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

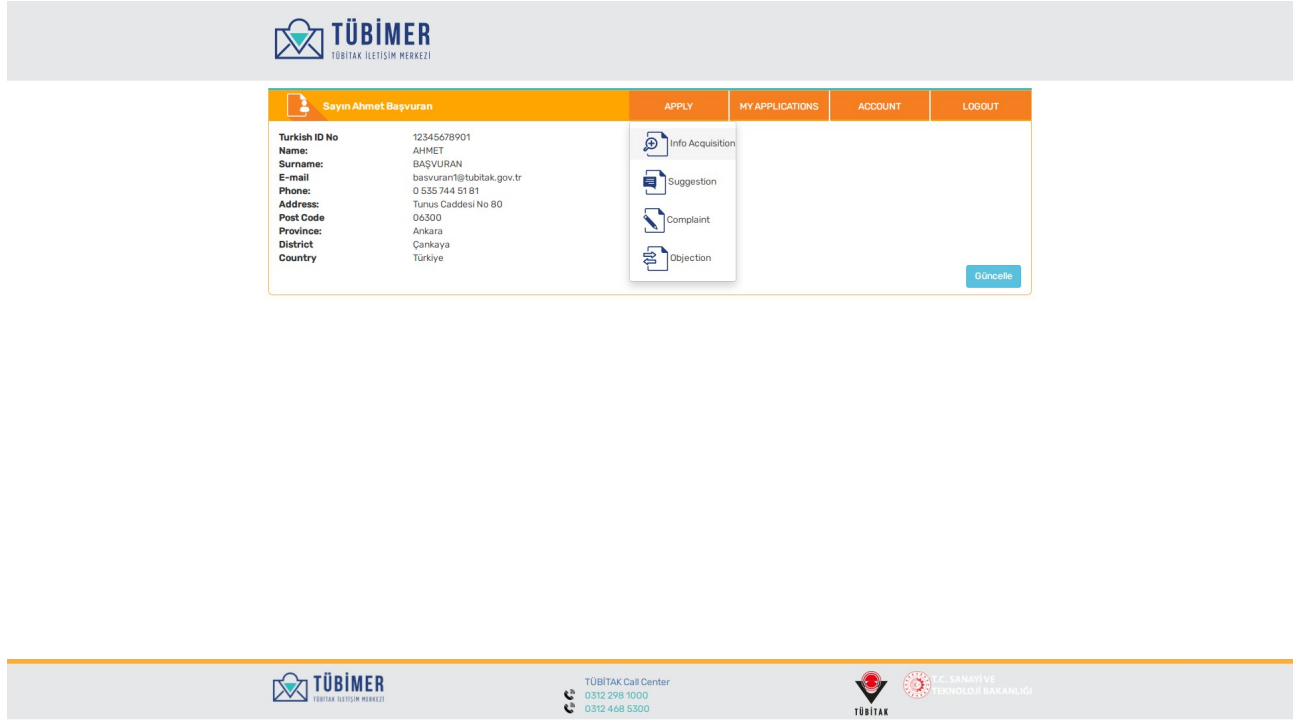
If the the user wishes, he/she can reach to the previous applications by clicking on **“Pleaseclick to see my applications page”** button.

Sayın Ahmet Başvuran	APPLY	MY APPLICATIONS	ACCOUNT	LOGOUT
Turkish ID No	12345678901			
Name:	AHMET			
Surname:	BAŞVURAN			
E-mail:	basvuran1@tubitak.gov.tr			
Phone:	0 535 744 51 81			
Address:	Tunus Caddesi No 80			
Post Code	06300			
Province:	Ankara			
District	Çankaya			
Country	Türkiye			
Güncelle				

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 screenshot displays the TUBIMER user interface. At the top, there is a header with the TUBIMER logo and name. Below the header, a navigation bar contains the user's name 'Sayın Ahmet Başvuran' and four menu items: 'APPLY', 'MY APPLICATIONS', 'ACCOUNT', and 'LOGOUT'. The 'APPLY' menu is expanded, showing a list of options: 'Info Acquisition', 'Suggestion', 'Complaint', and 'Objection'. The 'Info Acquisition' option is highlighted. Below the menu, there is a 'Güncelle' button. The main content area shows user profile information:

Turkish ID No	12345678901
Name:	AHMET
Surname:	BAŞVURAN
E-mail:	basvuran1@tubitak.gov.tr
Phone:	0 535 744 51 81
Address:	Tunus Caddesi No 80
Post Code	06300
Province:	Ankara
District:	Çankaya
Country	Türkiye

At the bottom of the page, there is a footer with the TUBIMER logo, contact information for the TUBITAK Call Center (0312 298 1000 and 0312 468 5300), and logos for TUBITAK and the Ministry of Industry, Trade and Technology.



English ▾

You have already submitted this webform. [View your previous submissions.](#)

Info Acquisition APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Statement Response Channel Preview Submit

You may send your applications to TUBIMER in accordance with the Law on Information Acquisition No. 4982. The following topics are out of the content of Information Acquisition:

- Job applications.
- Applications that do not have similar work within TUBITAK and require a specific investigation and special study
- Applications that have no relevance with the subjects related to the tasks and services of TUBITAK.

Turkish ID No	12345678901	Surname	Başvuran
Name	Ahmet	Phone	0 535 744 51 81
E-mail	basvuran1@tubitak.gov.tr	Post Code	06300
Province	Ankara	District	Çankaya
Address	Tunus Caddesi No 80		

You may edit your information here .


Real Entity Legal Entity

[Save Draft](#) [Next 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.



English ▾

You have already submitted this webform. [View your previous submissions.](#)

Info Acquisition APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Statement Response Channel Preview Submit

You may send your applications to TUBIMER in accordance with the Law on Information Acquisition No. 4982. The following topics are out of the content of Information Acquisition:

- Job applications.
- Applications that do not have similar work within TUBITAK and require a specific investigation and special study
- Applications that have no relevance with the subjects related to the tasks and services of TUBITAK.

Turkish ID No 12345678901

Name Ahmet **Surname** Başvuran

E-mail basvuran@tubitak.gov.tr **Phone** 0 535 744 51 81

Province Ankara **District** Çankaya **Post Code** 06300

Address Tunus Caddesi No 80

You may edit your information here .

Real Entity Legal Entity

Legal Entity Title

TUBITAK

Legal Entity Address

Tunus Street No:80

Country

Turkey

Province

Ankara

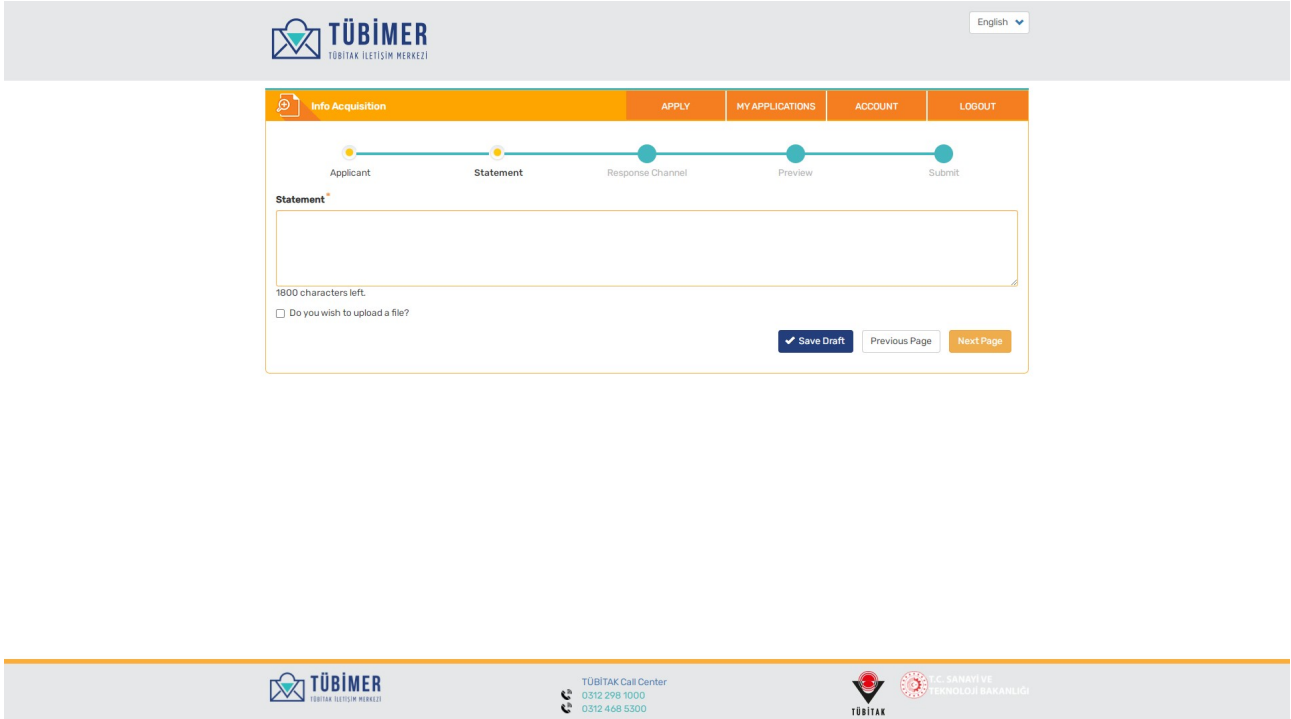
District

Çankaya

Application for information for Legal Persons must be made by [authorized persons.](#)

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

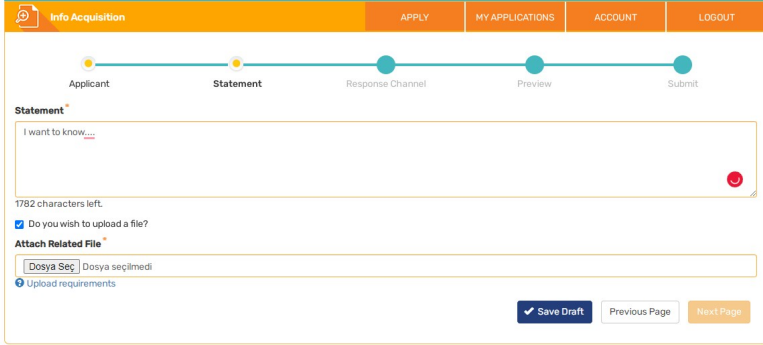
Afterwards, the user goes to “Statement” section by clicking on “Next Page”. The user enters the statement related to the subject of the Information Acquisition on the “Statement” field and clicks on “Next Page”.



The screenshot displays the TUBIMER application interface. At the top, there is a header with the TUBIMER logo and a language dropdown menu set to 'English'. Below the header is a navigation bar with tabs for 'Info Acquisition', 'APPLY', 'MY APPLICATIONS', 'ACCOUNT', and 'LOGOUT'. A progress bar indicates the current step is 'Statement', with other steps being 'Applicant', 'Response Channel', 'Preview', and 'Submit'. The 'Statement' section features a large text input field. Below the field, it shows '1800 characters left.' and a checkbox for 'Do you wish to upload a file?'. At the bottom right of the form, there are three buttons: 'Save Draft', 'Previous Page', and 'Next Page'.

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

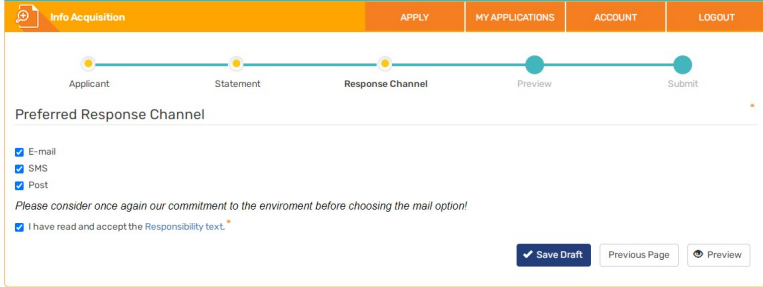
If the user wishes to add a document related with the statement, he/she can check “Do you wish to attach file” box and after clicking on the “Attach Related File” field the relevant file can be uploaded by choosing.



The screenshot displays the TUBIMER application interface. At the top, there is a navigation bar with the TUBIMER logo and a language dropdown set to English. Below this is a progress bar with five steps: Applicant, Statement, Response Channel, Preview, and Submit. The 'Statement' step is currently active. The form contains a text input field for the statement, a checkbox for uploading a file (which is checked), and a section for attaching related files. At the bottom, there are buttons for 'Save Draft', 'Previous Page', and 'Next Page'.

Important: After “Do you wish to add file” box is checked “Next Page” button will be inactive. “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 one of the response channel options. The user will be contacted through the response channels he/she has chosen.



Info Acquisition APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Statement Response Channel Preview Submit

Preferred Response Channel

E-mail
 SMS
 Post

Please consider once again our commitment to the environment before choosing the mail option!

I have read and accept the Responsibility text. *


Save Draft Previous Page Preview

TUBIMER TUBITAK Call Center 0312 298 1000 0312 468 5300 TUBITAK İ.C. SANAYİ VE TEKNOLOJİ BAKANLIĞI

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.



English ▾

Info Acquisition: Ön İzleme APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Statement Response Channel Preview Submit

Applicant

Turkish ID No 12345678901
Name Ahmet
Surname Başvuran
E-mail basvuran1@tubitak.gov.tr
Phone 0 535 744 51 81
Province Ankara
District Çankaya
Post Code 06300
Address Tunus Caddesi No 80
Applicant Type Real Entity



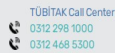

Statement

Statement I want to know....
Do you wish to upload a file? No

Response Channel

Preferred Response Channel E-mail, SMS, Post
I have read and accept the Responsibility text. Yes

Save Draft Previous Page Confirm Application



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.



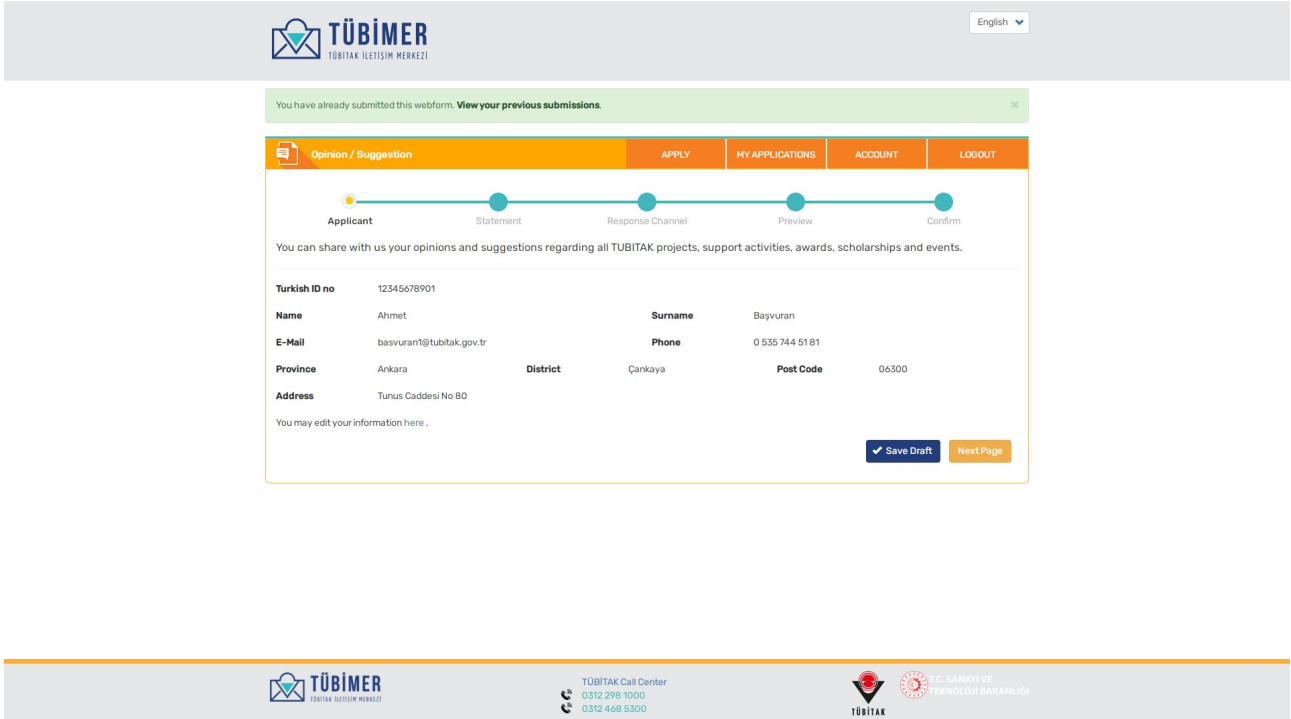
The screenshot shows the TUBIMER application confirmation page. At the top, there is a header with the TUBIMER logo and a language dropdown menu set to "English". Below the header is a navigation bar with five tabs: "Info Acquisition", "APPLY", "MY APPLICATIONS", "ACCOUNT", and "LOGOUT". The "Info Acquisition" tab is active, showing a progress bar with five steps: "Applicant", "Statement", "Response Channel", "Preview", and "Submit". The "Applicant" step is currently selected. Below the progress bar, there is a message in Turkish: "2102B2636 Numbrd your Information Acquisition application has been received by us. Your application will be reviewed within the framework of Law No. 4982 on Information Acquisition and feedback will be provided within 15 days via your preferred communication channel. You can follow your application status on my applications page. You can download the pdf file of your application here."

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.



You have already submitted this webform. [View your previous submissions.](#)

Opinion / Suggestion APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Statement Response Channel Preview Confirm

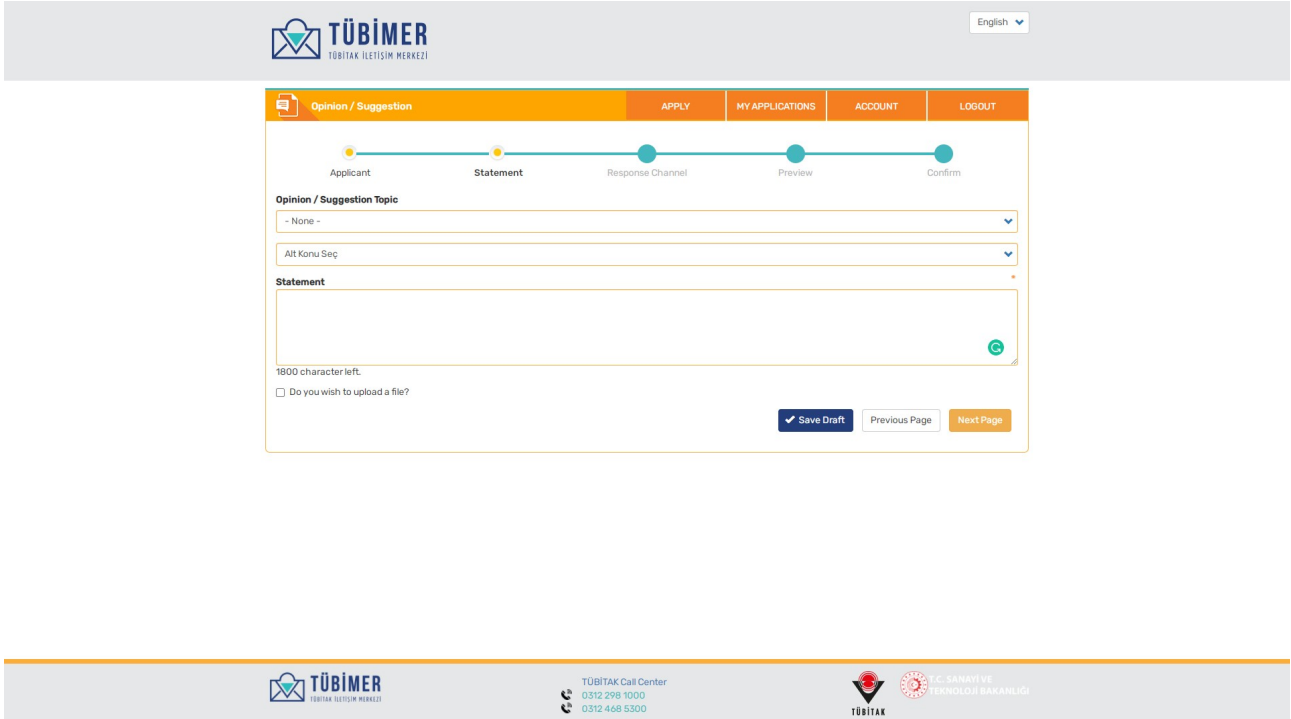
You can share with us your opinions and suggestions regarding all TUBITAK projects, support activities, awards, scholarships and events.

Turkish ID no	12345678901				
Name	Ahmet	Surname	Başyuran		
E-Mail	basvuran1@tubitak.gov.tr		Phone	0 535 744 51 81	
Province	Ankara	District	Çankaya	Post Code	06300
Address	Tunus Caddesi No 80				

You may edit your information here .

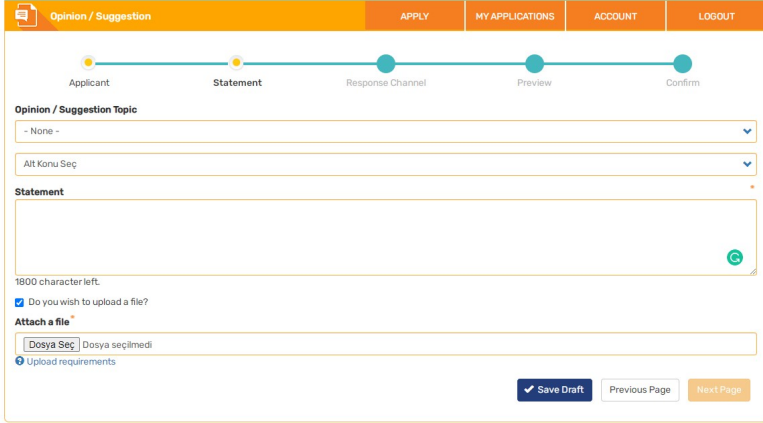
Controls the accuracy of the information and clicks on “Next Page” button.

The user comes to the page where he/she can enter statement for “Opinion/Suggestion”. Here, the user chooses the Opinion/Suggestion subject 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.

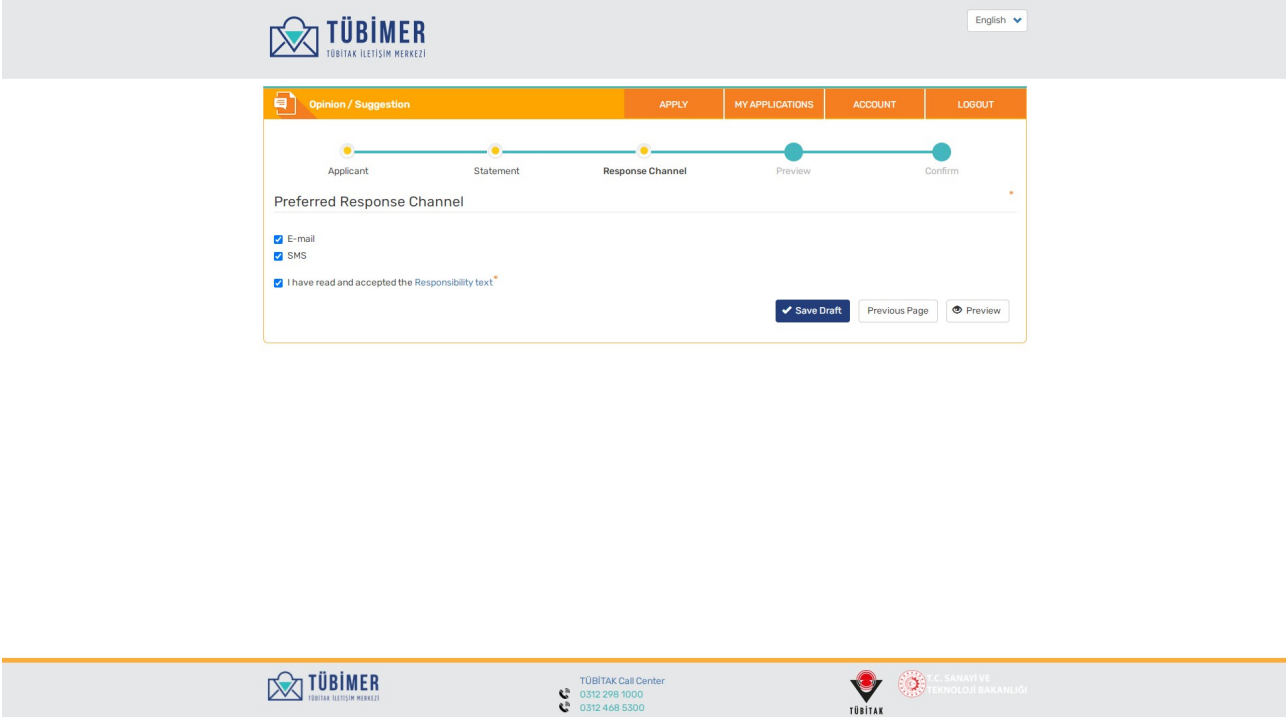
If the user wishes to add a document related with the statement, he/she can check “Do you wish to attach file” box and after clicking on the “Attach Related File” field the relevant file can be uploaded by choosing.



The screenshot shows the TUBIMER web application interface. At the top, there is a header with the TUBIMER logo and the text "TUBITAK İLETİŞİM MERKEZİ" on the left, and a language dropdown menu set to "English" on the right. Below the header is a navigation bar with tabs for "Opinion / Suggestion", "APPLY", "MY APPLICATIONS", "ACCOUNT", and "LOGOUT". The main content area displays a progress bar with five steps: "Applicant", "Statement", "Response Channel", "Preview", and "Confirm". The "Statement" step is currently active. Below the progress bar, there is a form titled "Opinion / Suggestion Topic" with a dropdown menu showing "- None -". Below this is another dropdown menu labeled "Alt Konu Seç". The "Statement" section has a large text area for entering the statement, with a character count of "1800 character left." and a "Do you wish to upload a file?" checkbox. Below the checkbox is a file selection field labeled "Attach a file" with a "Dosya Seç" button. At the bottom right of the form, there are three buttons: "Save Draft", "Previous Page", and "Next Page".

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

The user is directed to “Response Channel” page.

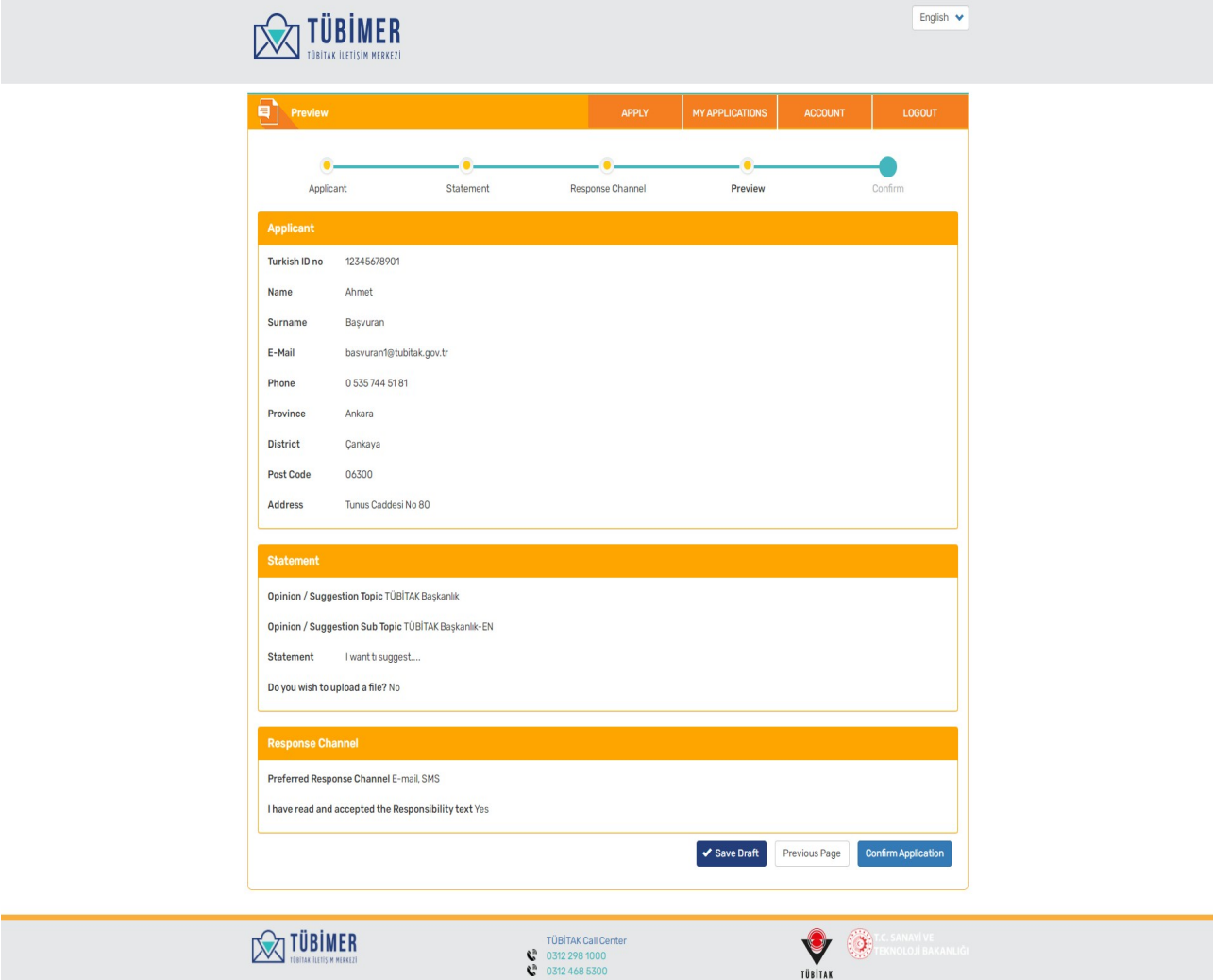


The screenshot displays the TUBIMER website interface. At the top, there is a header with the TUBIMER logo and a language dropdown menu set to 'English'. Below the header is a navigation bar with buttons for 'Opinion / Suggestion', 'APPLY', 'MY APPLICATIONS', 'ACCOUNT', and 'LOGOUT'. The main content area features a progress bar with five steps: 'Applicant', 'Statement', 'Response Channel', 'Preview', and 'Confirm'. The 'Response Channel' step is highlighted. Below the progress bar, the section 'Preferred Response Channel' contains three checked options: 'E-mail', 'SMS', and 'I have read and accepted the Responsibility text'. At the bottom right of this section are buttons for 'Save Draft', 'Previous Page', and 'Preview'. The footer contains the TUBIMER logo, contact information for the TUBITAK Call Center (0312 298 1000 and 0312 468 5300), and the TUBITAK logo along with the Ministry of Industry, Trade and Technology.

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 one 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.

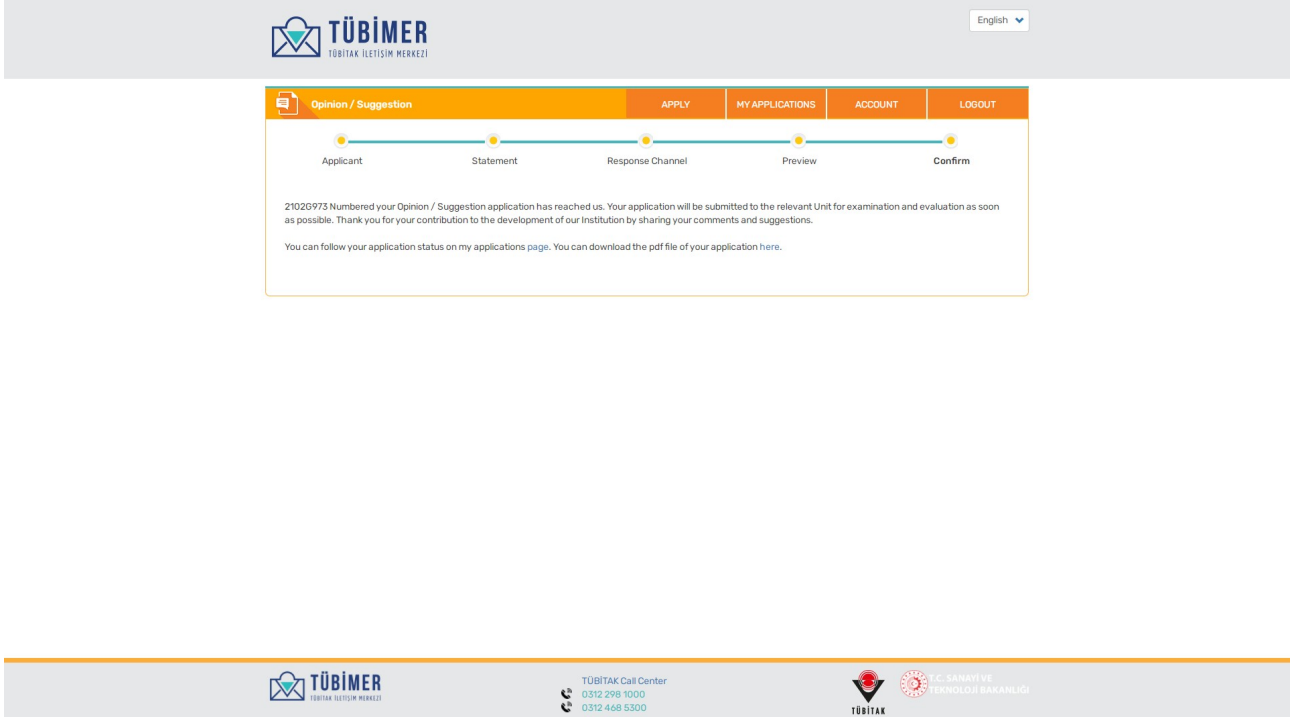
The user is directed to “Preview” page.



The screenshot shows the TUBIMER application preview page. At the top, there is a navigation bar with the TUBIMER logo and a language dropdown menu set to English. Below the navigation bar, there is a progress indicator with five steps: Applicant, Statement, Response Channel, Preview, and Confirm. The 'Preview' step is currently active. The main content area is divided into three sections: Applicant, Statement, and Response Channel. The Applicant section displays the following information: Turkish ID no: 12345678901, Name: Ahmet, Surname: Başvuran, E-Mail: basvuran1@tubitak.gov.tr, Phone: 0 535 744 51 81, Province: Ankara, District: Çankaya, Post Code: 06300, and Address: Tunus Caddesi No 80. The Statement section shows the Opinion / Suggestion Topic as TUBITAK Başkanlık and the Opinion / Suggestion Sub Topic as TUBITAK Başkanlık-EN. The Statement text is 'I want to suggest...'. The Response Channel section shows the Preferred Response Channel as E-mail, SMS, and a checkbox for 'I have read and accepted the Responsibility text' which is checked. At the bottom of the form, there are three buttons: 'Save Draft', 'Previous Page', and 'Confirm Application'.

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.



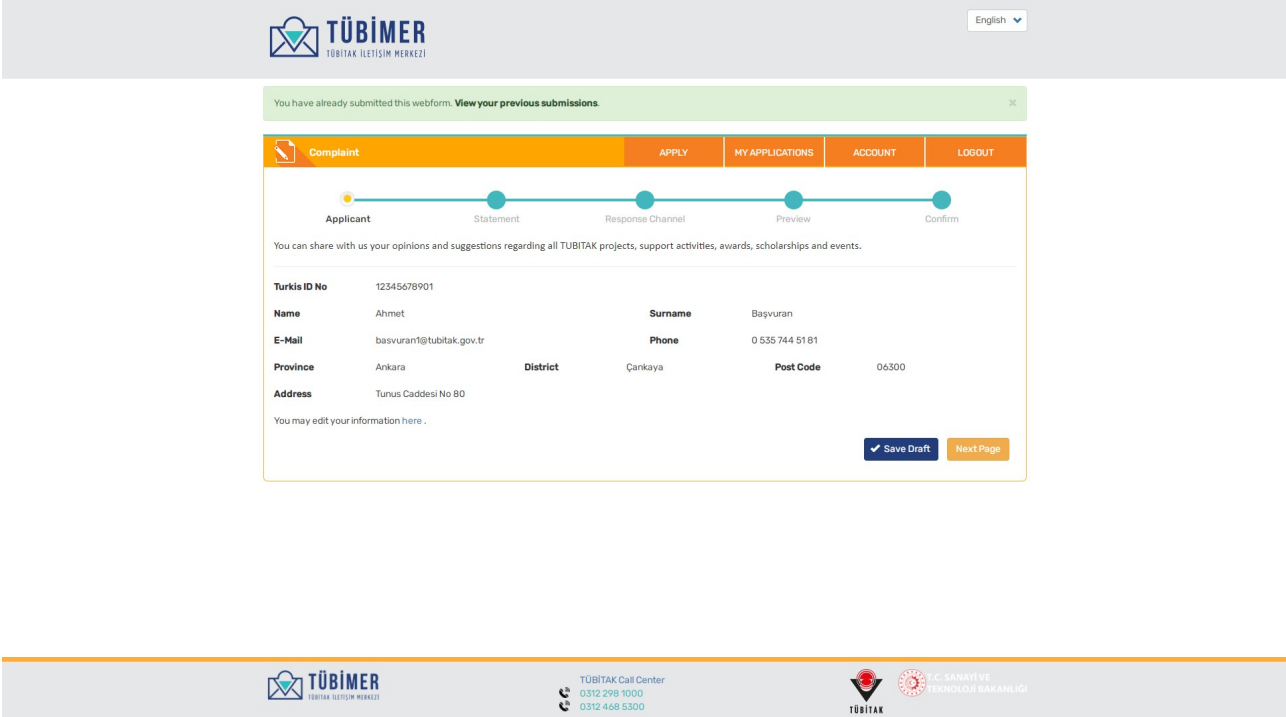
The screenshot shows the TUBIMER website interface. At the top, there is a header with the TUBIMER logo and a language dropdown menu set to "English". Below the header is a navigation bar with buttons for "Opinion / Suggestion", "APPLY", "MY APPLICATIONS", "ACCOUNT", and "LOGOUT". The main content area features a progress bar with five steps: "Applicant", "Statement", "Response Channel", "Preview", and "Confirm". The "Confirm" step is currently active. Below the progress bar, a message states: "21026973 Numbered your Opinion / Suggestion application has reached us. Your application will be submitted to the relevant Unit for examination and evaluation as soon as possible. Thank you for your contribution to the development of our Institution by sharing your comments and suggestions. You can follow your application status on my applications page. You can download the pdf file of your application here." The footer contains the TUBIMER logo, contact information for the TUBITAK Call Center (0312 298 1000 and 0312 468 5300), and logos for TUBITAK and the Ministry of Industry, Trade and Technology.

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.



You have already submitted this webform. [View your previous submissions.](#)

Complaint APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Statement Response Channel Preview Confirm

You can share with us your opinions and suggestions regarding all TUBITAK projects, support activities, awards, scholarships and events.

Turkis ID No	12345678901				
Name	Ahmet	Surname	Başvuran		
E-Mail	basvuran1@tubitak.gov.tr		Phone	0 535 744 51 81	
Province	Ankara	District	Çankaya	Post Code	06300
Address	Tunus Caddesi No 80				

You may edit your information here .

TUBIMER TUBITAK İLETİŞİM MERKEZİ

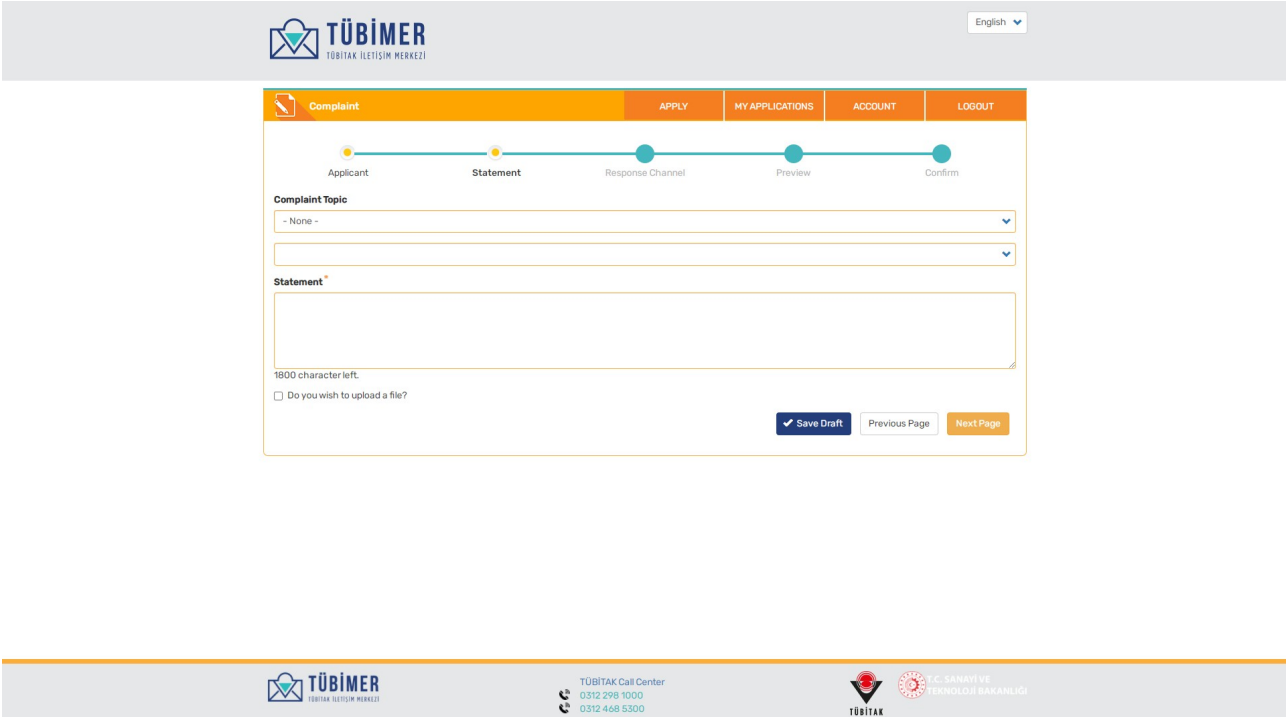
TUBITAK Call Center
0312 298 1000
0312 468 5300

TUBITAK

T.C. SANAYİ VE
TEKNOLOJİ BAKANLIĞI

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

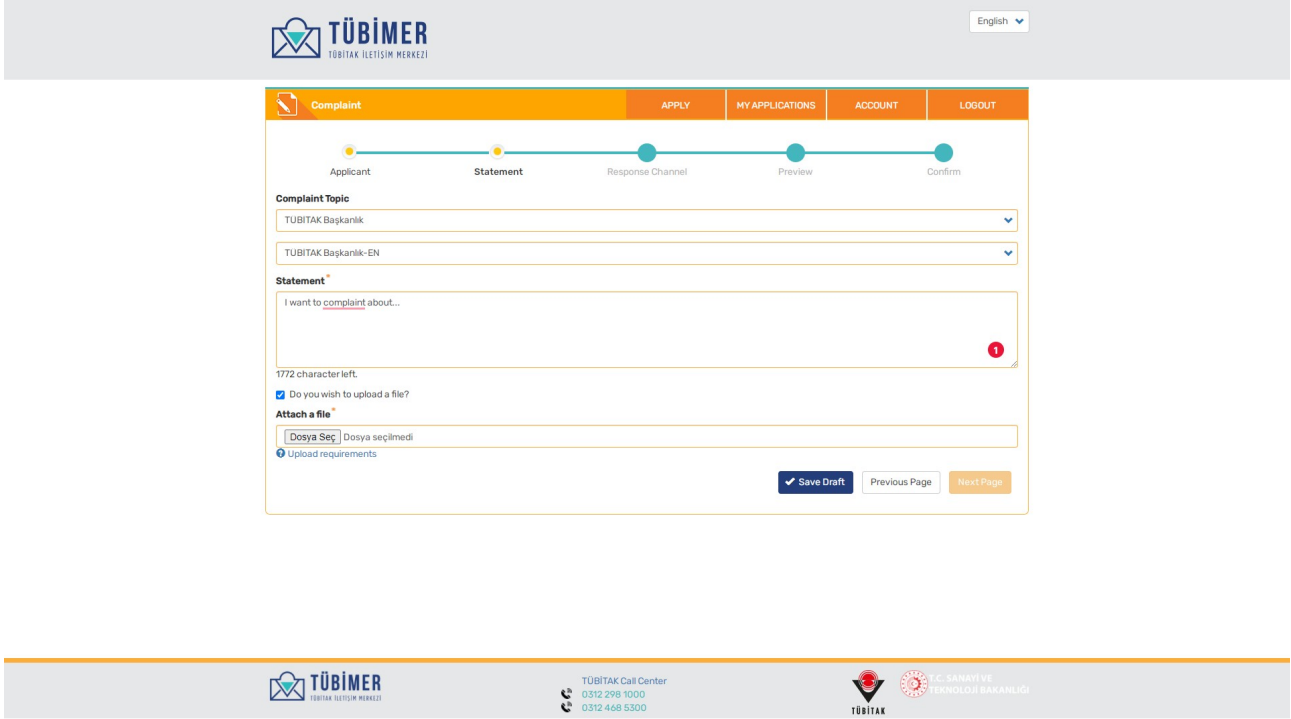
On the statement page, the user chooses the subject and sub-topic of the complaint. Afterwards enters a statement in the “Statement” field and clicks on “Next Page” button.



The screenshot shows the TUBIMER website interface for filing a complaint. At the top, there is a navigation bar with the TUBIMER logo and a language dropdown set to "English". Below this is a secondary navigation bar with links for "Complaint", "APPLY", "MY APPLICATIONS", "ACCOUNT", and "LOGOUT". The main content area features a progress indicator with five steps: Applicant, Statement, Response Channel, Preview, and Confirm. The "Statement" step is currently active. Below the progress bar, there are two dropdown menus for "Complaint Topic" and "Statement". A large text area for entering the statement is provided, with a character count of "1800 character left." and a checkbox for "Do you wish to upload a file?". At the bottom of the form, there are three buttons: "Save Draft", "Previous Page", and "Next Page". The footer contains the TUBIMER logo, contact information for the TUBITAK Call Center (0312 298 1000 and 0312 468 5300), and logos for TUBITAK and the Ministry of Industry, Trade and Technology.

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

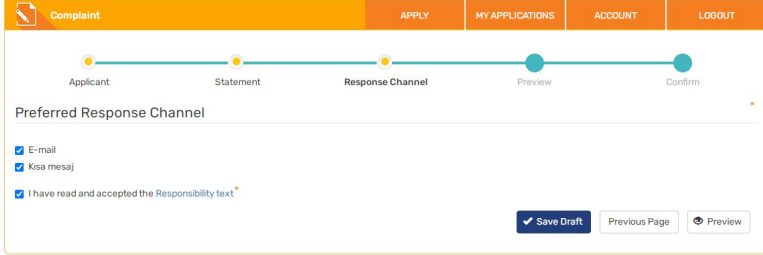
If the user wishes to add a document related with the statement, he/she can check “Do you wish to attach file” box and after clicking on the “Attach Related File” field the relevant file can be uploaded by choosing.



The screenshot shows the TUBIMER complaint form interface. At the top, there is a navigation bar with the TUBIMER logo and a language dropdown set to English. Below this is a progress bar with five steps: Applicant, Statement, Response Channel, Preview, and Confirm. The current step is 'Statement'. The form includes a 'Complaint Topic' section with two dropdown menus, a 'Statement' text area with a character count of 1772, a checkbox for 'Do you wish to upload a file?' which is checked, and an 'Attach a file' section with a file selection button and an 'Upload requirements' link. At the bottom of the form, there are three buttons: 'Save Draft', 'Previous Page', and 'Next Page'.

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

The user is directed to “Response Channel” page.

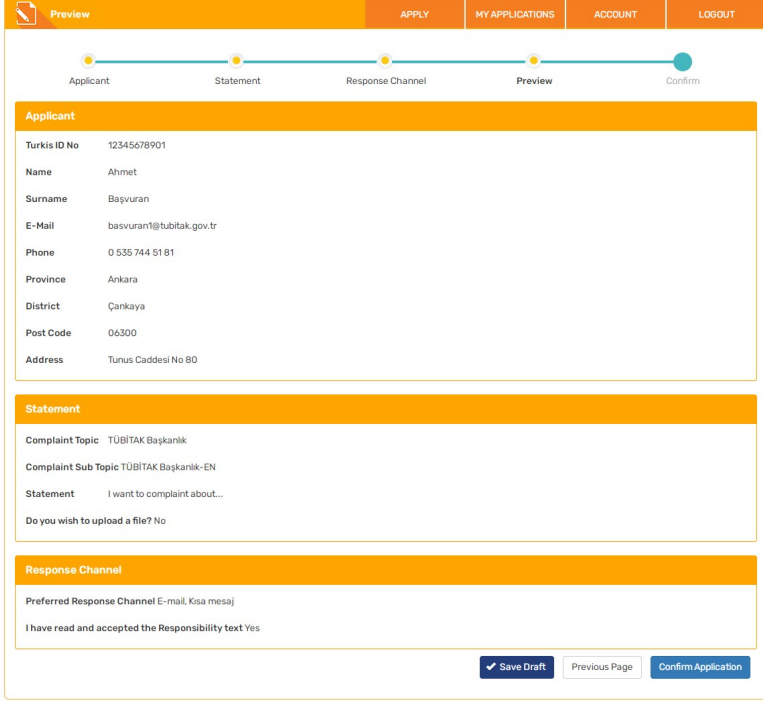


The screenshot displays the TUBIMER website interface. At the top, there is a navigation bar with the TUBIMER logo and a language dropdown set to 'English'. Below this is a secondary navigation bar with tabs for 'Complaint', 'APPLY', 'MY APPLICATIONS', 'ACCOUNT', and 'LOGOUT'. The main content area features a progress bar with five steps: 'Applicant', 'Statement', 'Response Channel', 'Preview', and 'Confirm'. The 'Response Channel' step is highlighted. Underneath, the 'Preferred Response Channel' section contains three checked checkboxes: 'E-mail', 'Kısa mesaj', and 'I have read and accepted the Responsibility text'. At the bottom right of this section are buttons for 'Save Draft', 'Previous Page', and 'Preview'. The footer of the page includes the TUBIMER logo, contact information for the TUBİTAK Call Center (0312 298 1000 and 0312 468 5300), and the TUBİTAK logo along with the Ministry of Industry and Technology.

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 one 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 is directed to “Preview” page.



TUBIMER TUBITAK İLETİŞİM MERKEZİ English

Preview APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Statement Response Channel **Preview** Confirm

Applicant

Turkis ID No 12345678901
Name Ahmet
Surname Başyuran
E-Mail basyuran1@tubitak.gov.tr
Phone 0 535 744 51 81
Province Ankara
District Çankaya
Post Code 06300
Address Tunus Caddesi No 80

Statement

Complaint Topic TUBITAK Başkanlık
Complaint Sub Topic TUBITAK Başkanlık- EN
Statement I want to complaint about...
Do you wish to upload a file? No

Response Channel

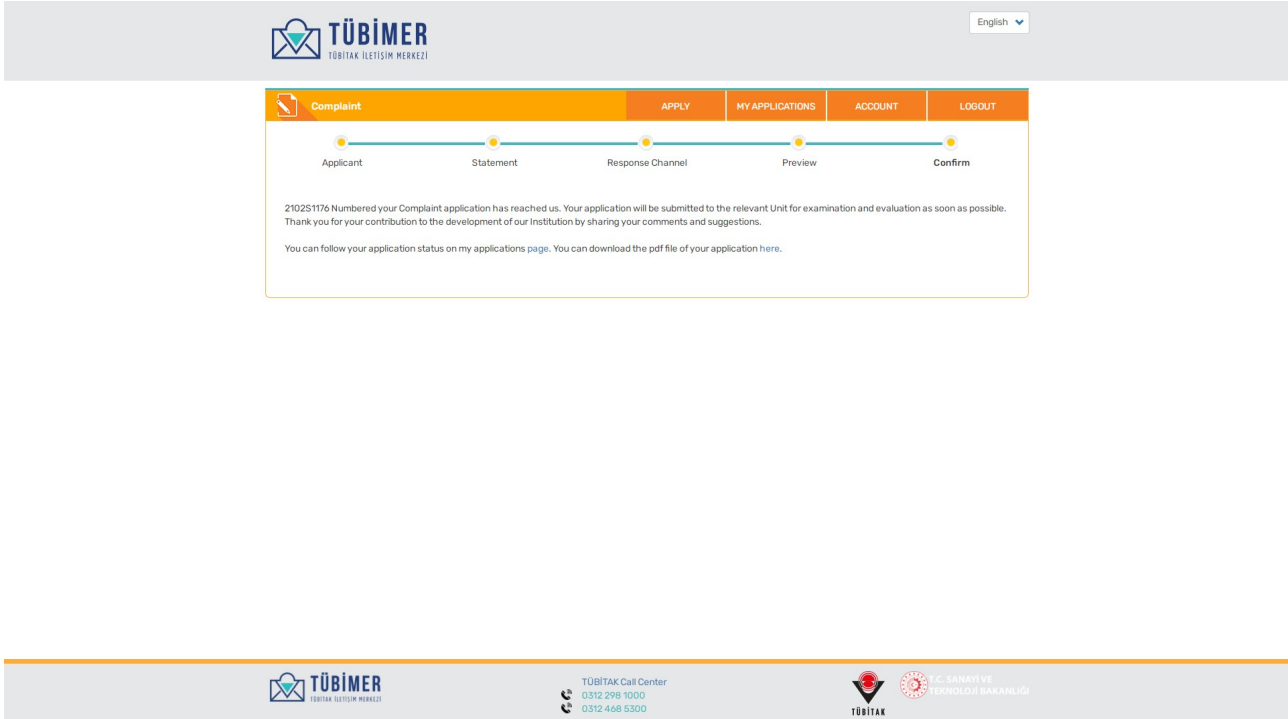
Preferred Response Channel E-mail, Kisa mesaj
I have read and accepted the Responsibility text Yes

Save Draft Previous Page Confirm Application

TUBIMER TUBITAK İLETİŞİM MERKEZİ TUBITAK Call Center 0312 298 1000 0312 468 5500 TUBITAK C. SANAYİ VE TEKNOLOJİ BAKANLIĞI

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.



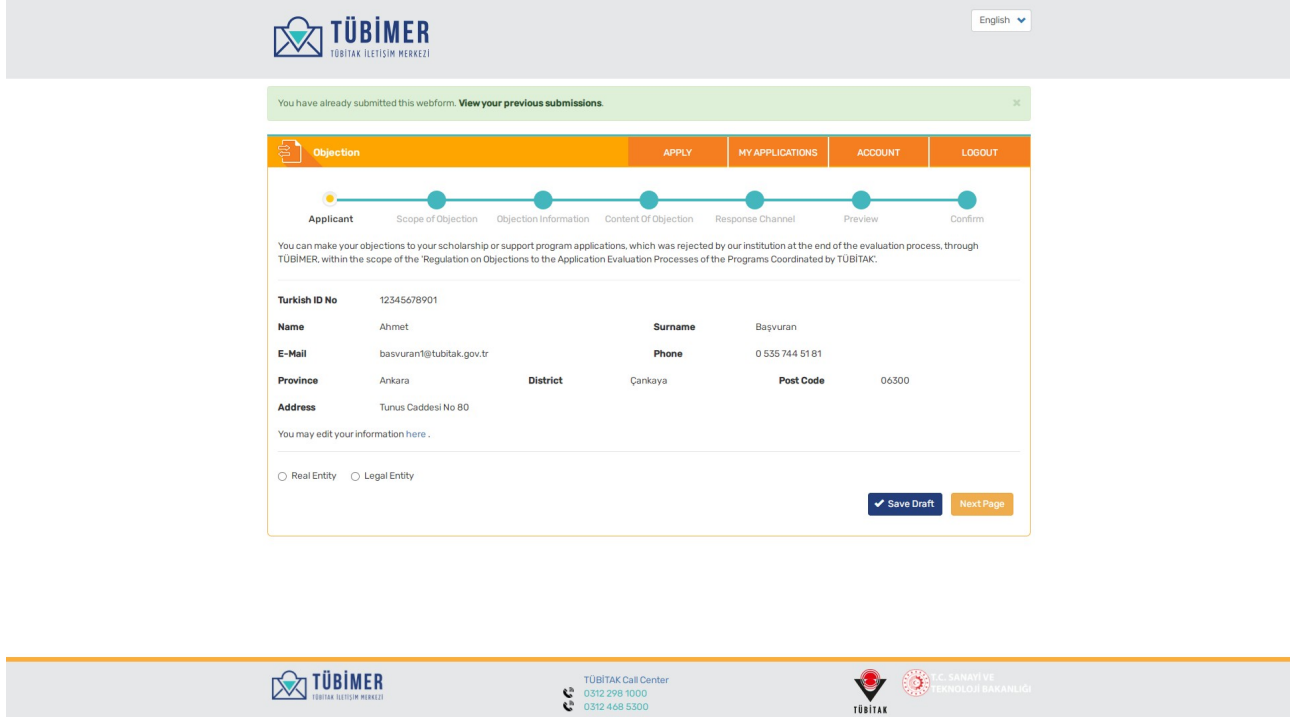
The screenshot shows the TUBIMER website interface. At the top left is the TUBIMER logo and name. To the right is a language dropdown menu set to "English". Below the header is a navigation bar with buttons for "Complaint", "APPLY", "MY APPLICATIONS", "ACCOUNT", and "LOGOUT". The "Complaint" button is highlighted. Below the navigation bar is a progress bar with five steps: "Applicant", "Statement", "Response Channel", "Preview", and "Confirm". The "Confirm" step is currently active. Below the progress bar, there is a message in Turkish: "210251176 Numbrerd your Complaint application has reached us. Your application will be submitted to the relevant Unit for examination and evaluation as soon as possible. Thank you for your contribution to the development of our Institution by sharing your comments and suggestions. You can follow your application status on my applications page. You can download the pdf file of your application here."

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.



You have already submitted this webform. [View your previous submissions.](#)

Objection APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Scope of Objection Objection Information Content Of Objection Response Channel Preview Confirm

You can make your objections to your scholarship or support program applications, which was rejected by our institution at the end of the evaluation process, through TUBIMER, within the scope of the "Regulation on Objections to the Application Evaluation Processes of the Programs Coordinated by TUBITAK".

Turkish ID No 12345678901

Name Ahmet **Surname** Başvuran

E-Mail basvuran@tubitak.gov.tr **Phone** 0 535 744 51 81

Province Ankara **District** Çankaya **Post Code** 06300

Address Tunus Caddesi No 80

You may edit your information here .

Real Entity Legal Entity

[Save Draft](#) [Next Page](#)


TUBIMER TUBITAK İLETİŞİM MERKEZİ

TUBITAK Call Center
0312 298 1000
0312 468 5500

TUBITAK T.C. SANAYİ VE TEKNOLOJİ BAKANLIĞI

On the application page, the user can 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.

 **TUBIMER**
TUBITAK İLETİŞİM MERKEZİ

English ▾

You have already submitted this webform. [View your previous submissions.](#)

Objection APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Scope of Objection Objection Information Content Of Objection Response Channel Preview Confirm

You can make your objections to your scholarship or support program applications, which was rejected by our institution at the end of the evaluation process, through TUBIMER, within the scope of the Regulation on Objections to the Application Evaluation Processes of the Programs Coordinated by TUBITAK.

Turkish ID No 12345678901

Name Ahmet **Surname** Başvuran

E-Mail basvuran1@tubitak.gov.tr **Phone** 0 535 744 5181

Province Ankara **District** Çankaya **Post Code** 06300

Address Tunus Caddesi No 80

You may edit your information here .


Real Entity Legal Entity

Do you have an academic title?


Academician Information


Academic Title
Assoc. Prof. Ahmet Başvuran

Which institution do you work for?
TUBITAK

 **TUBIMER**
TUBITAK İLETİŞİM MERKEZİ


TUBITAK Call Center
0312 298 1000
0312 468 5300

 **TUBITAK**

 T.C. SANAYİ VE
TEKNOLOJİ BAKANLIĞI

Afterwards, clicks on “Next Page” button.

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

 **TUBIMER**
TUBITAK İLETİŞİM MERKEZİ

English ▾

You have already submitted this webform. [View your previous submissions.](#)

Objection APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Scope of Objection Objection Information Content Of Objection Response Channel Preview Confirm

You can make your objections to your scholarship or support program applications, which was rejected by our institution at the end of the evaluation process, through TUBIMER, within the scope of the "Regulation on Objections to the Application Evaluation Processes of the Programs Coordinated by TUBITAK".

Turkish ID No 12345678901

Name Ahmet **Surname** Başvuran

E-Mail basvuran1@tubitak.gov.tr **Phone** 0 535 744 51 81

Province Ankara **District** Çankaya **Post Code** 06300

Address Tunus Caddesi No 80

You may edit your information here .

Real Entity Legal Entity

Legal Entity Information

Legal Entity Title *
TUBITAK

Legal Entity Address *
Tunus Street No:80

Country *
Turkey

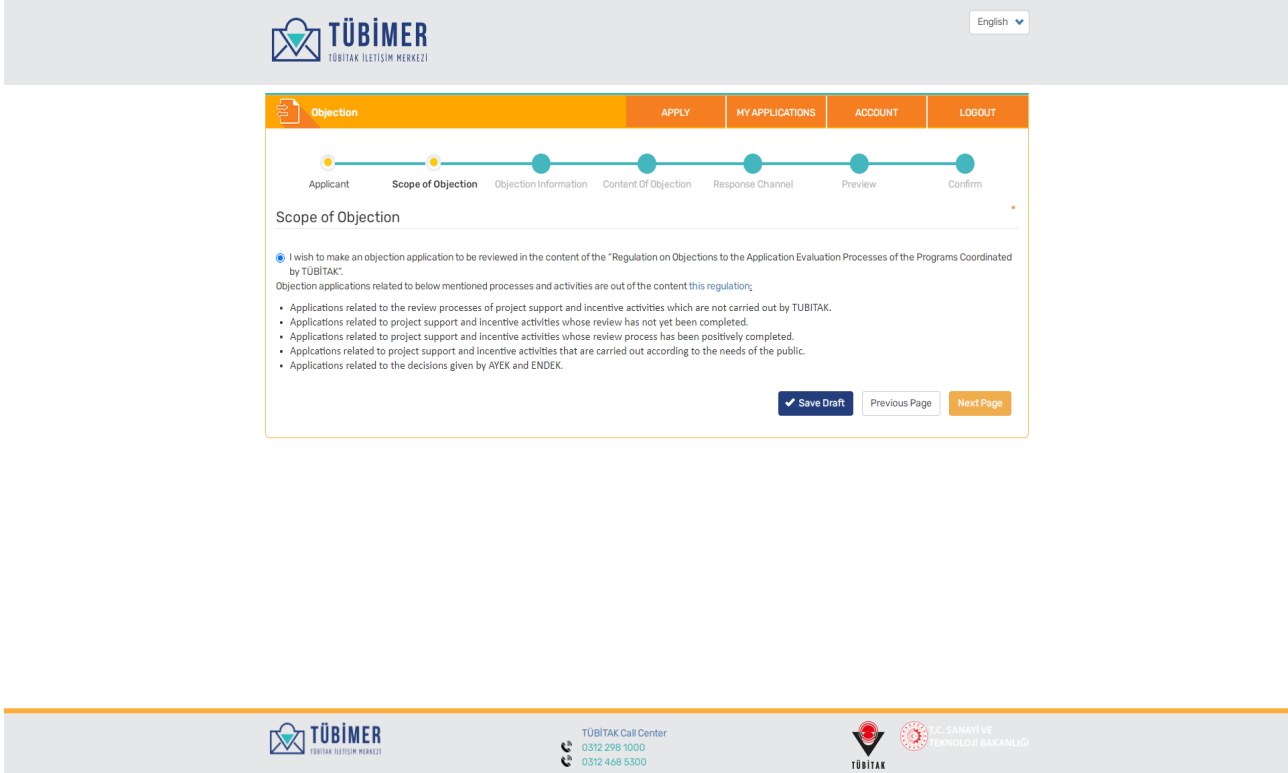
Province
Ankara

District
Çankaya

Objections for legal entities are expected to be made by authorized persons.

Afterwards, clicks on "Next Page" button.

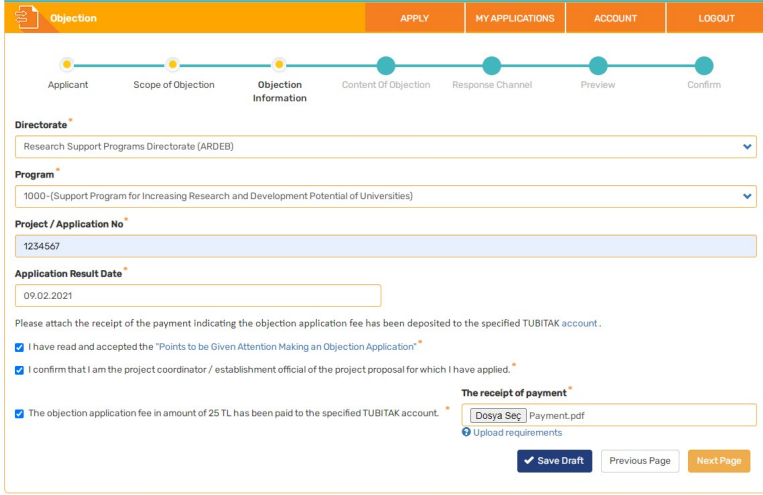
The user indicates that his/her application is within the scope of "Regulation on Objections to the Application Evaluation Processes of the Programs Run by TÜBİTAK" by marking it.



The screenshot displays the TUBIMER web application interface. At the top, there is a navigation bar with the TUBIMER logo and a language dropdown menu set to 'English'. Below the navigation bar, a horizontal menu contains the following options: 'Objection', 'APPLY', 'MY APPLICATIONS', 'ACCOUNT', and 'LOGOUT'. The main content area shows a progress bar with seven steps: 'Applicant', 'Scope of Objection', 'Objection Information', 'Content Of Objection', 'Response Channel', 'Preview', and 'Confirm'. The 'Scope of Objection' step is currently active. Below the progress bar, the text reads: 'I wish to make an objection application to be reviewed in the content of the "Regulation on Objections to the Application Evaluation Processes of the Programs Coordinated by TÜBİTAK". Objection applications related to below mentioned processes and activities are out of the content [this regulation](#):' followed by a bulleted list of excluded processes. At the bottom right of the form, there are three buttons: 'Save Draft', 'Previous Page', and 'Next Page'.

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 checks the box stating that fee has been deposited. Afterwards, the user clicks on “Next Page” button.



TUBIMER TUBITAK İLETİŞİM MERKEZİ English

Objection APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Scope of Objection **Objection Information** Content Of Objection Response Channel Preview Confirm

Directorate*
Research Support Programs Directorate (ARDEB)

Program*
1000-(Support Program for Increasing Research and Development Potential of Universities)

Project / Application No*
1234567

Application Result Date*
09.02.2021

Please attach the receipt of the payment indicating the objection application fee has been deposited to the specified TUBITAK account.

I have read and accepted the "Points to be Given Attention Making an Objection Application"

I confirm that I am the project coordinator / establishment official of the project proposal for which I have applied.

The objection application fee in amount of 25 TL has been paid to the specified TUBITAK account.

The receipt of payment*
Dosya Seç Payment.pdf
Upload requirements

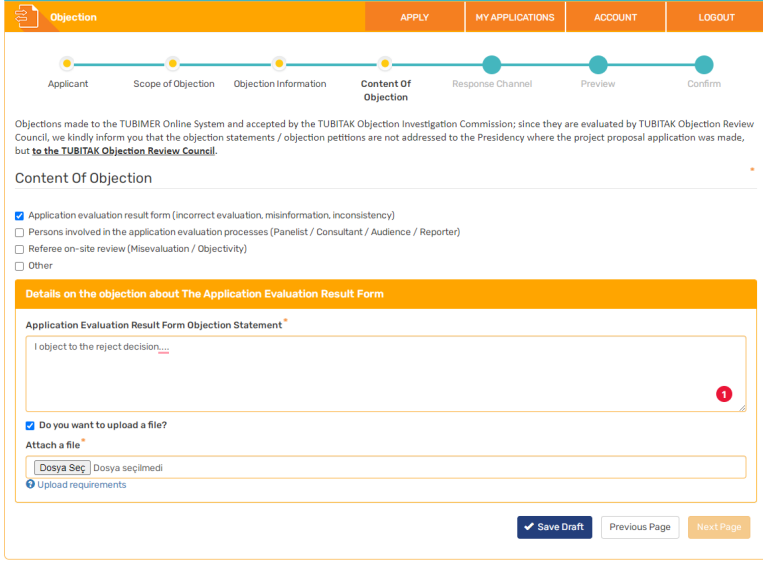
Save Draft Previous Page Next Page

TUBIMER TUBITAK İLETİŞİM MERKEZİ TUBITAK Call Center 0312 298 1000 0312 468 5300 TUBITAK C. SANAYİ VE TEKNOLOJİ BAKANLIĞI

Important: TUBITAK account numbers can be seen by clicking 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.



Objection

APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Scope of Objection Objection Information **Content Of Objection** Response Channel Preview Confirm

Objections made to the TUBIMER Online System and accepted by the TUBITAK Objection Investigation Commission; since they are evaluated by TUBITAK Objection Review Council, we kindly inform you that the objection statements / objection petitions are not addressed to the Presidency where the project proposal application was made, but to the **TUBITAK Objection Review Council**.

Content Of Objection

Application evaluation result form (incorrect evaluation, misinformation, inconsistency)
 Persons involved in the application evaluation processes (Panelist / Consultant / Audience / Reporter)
 Referee on-site review (Misevaluation / Objectivity)
 Other

Details on the objection about The Application Evaluation Result Form

Application Evaluation Result Form Objection Statement *

I object to the reject decision...

Do you want to upload a file?

Attach a file *

Dosya seçilmedi

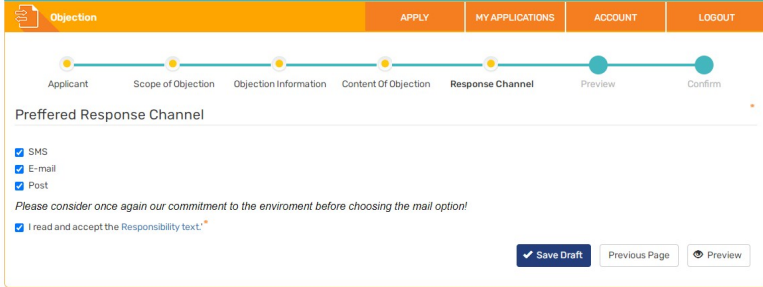
[Upload requirements](#)

[Save Draft](#) [Previous Page](#) [Next Page](#)

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.



English

TÜBİMER
TÜBİTAK İLETİŞİM MERKEZİ

Objection APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Scope of Objection Objection Information Content Of Objection **Response Channel** Preview Confirm

Preferred Response Channel

SMS
 E-mail
 Post

Please consider once again our commitment to the environment before choosing the mail option!

I read and accept the Responsibility text:*

Save Draft Previous Page Preview

TÜBİMER
TÜBİTAK İLETİŞİM MERKEZİ

TÜBİTAK Call Center
0312 298 1000
0312 468 5300


TÜBİTAK

T.C. SANAYİ VE
TEKNOLOJİ BAKANLIĞI

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.

 **TUBIMER**
TUBITAK İLETİŞİM MERKEZİ

English ▾

Preview APPLY MY APPLICATIONS ACCOUNT LOGOUT

Applicant Scope of Objection Objection Information Content Of Objection Response Channel **Preview** Confirm

Applicant

Turkish ID No 12345678901
Name Ahmet
Surname Başvuran
E-Mail basvuran1@tubitak.gov.tr
Phone 0 535 744 51 81
Province Ankara
District Çankaya
Post Code 06300
Address Tunus Caddesi No 80
Person Type Real Entity
Do you have an academic title? No

Scope of Objection

Scope of Objection I wish to make an objection application to be reviewed in the content of the "Regulation on Objections to the Application Evaluation Processes of the Programs Coordinated by TUBITAK".

Objection Information

Directorate Research Support Programs Directorate (ARDEB) (3765)
Program 1000-(Support Program for Increasing Research and Development Potential of Universities) (3766)
Project / Application No 1234567
Application Result Date 09.02.2021
I have read and accepted the "Points to be Given Attention Making an Objection Application" Yes
I confirm that I am the project coordinator / establishment official of the project proposal for which I have applied. Yes
The objection application fee in amount of 25 TL has been paid to the specified TUBITAK account. Yes
The receipt of payment
[Payment.pdf](#) 104.8 KB

Content Of Objection

Content OF Objection Application evaluation result form (incorrect evaluation, misinformation, inconsistency)

Details on the objection about The Application Evaluation Result Form

Application Evaluation Result Form Objection Statement I object to the reject decision....
Do you want to upload a file? Yes
Attach a file
[Başkan-Oluş-Tesliğ.pdf](#) 429.21 KB

Details of Objection Regarding Persons Involved in Application Evaluation Processes

Do you want to upload a file? No

Referee On-site review objection details

Do you want to upload a file? No

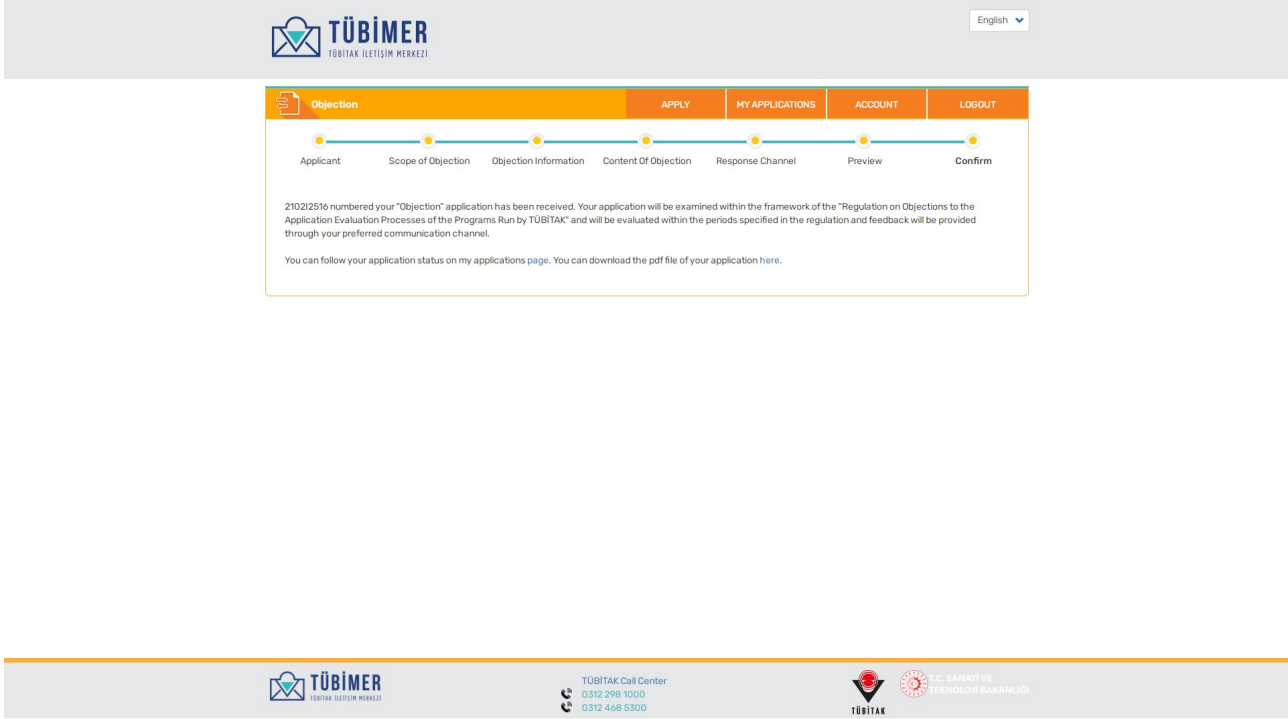
Other Objection Details

Do you want to upload a file? No

Response Channel

Preferred Response Channel SMS, E-mail, Post
I read and accept the Responsibility text! Yes

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



TÜBİMER
TÜBİTAK İLETİŞİM MERKEZİ

English ▾

Objection | APPLY | MY APPLICATIONS | ACCOUNT | LOGOUT

Applicant | Scope of Objection | Objection Information | Content Of Objection | Response Channel | Preview | **Confirm**

2102/2516 numbered your "Objection" application has been received. Your application will be examined within the framework of the "Regulation on Objections to the Application Evaluation Processes of the Programs Run by TÜBİTAK" and will be evaluated within the periods specified in the regulation and feedback will be provided through your preferred communication channel.

You can follow your application status on my applications page. You can download the pdf file of your application here.

TÜBİMER
TÜBİTAK İLETİŞİM MERKEZİ

TÜBİTAK Call Center
0312 298 1000
0312 468 5300

TÜBİTAK

T.C. SANAYİ VE
TEKNOLOJİ BAKANLIĞI

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

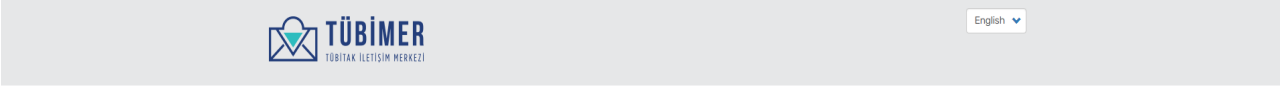
Also, by clicking on “You may download your application in pdf from here” button, they can download the pdf file of their application.

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.



English ▾

Başvurularım APPLY MY APPLICATIONS ACCOUNT LOGOUT

Application In Progress Completed Applications

Application Number Search

Application Date	Application Number	Application Type	Application State	Application	Application Form
09.02.2021 - 18:10	2102S1176	Complaint	New Application	View	Download
09.02.2021 - 17:46	2102G973	Opinion / Suggestion	New Application	View	Download
09.02.2021 - 17:17	2102B2636	Info Acquisition	New Application	View	Download
09.02.2021 - 13:47	2102I2516	Objection	New Application	View	Download

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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.



Evaluation Response Supplement	Application Number	Application Type	Başvuru Formu	Evaluation Result	Result Form	Evaluation Questionnaire
	200212503	Objection	View		Download	Fillout Survey
	18025329	Complaint	View	To whom it May concern, Your application has been withdrawn from the system upon your request and terminated.. Regards, TÜBİMER	Download	Fillout Survey


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.

 English ▾

You have already submitted this webform. [View your previous submissions.](#) ✕

Service Evaluation Survey

APPLY MY APPLICATIONS ACCOUNT LOGOUT

Dear Ahmet Başvuran,
This survey is of great importance in terms of better understanding the needs of those who have benefitted from our services in order to increase the quality of our services and evaluate ourselves. We would like to thank you in advance for taking your time.

1. Please evaluate TUBIMER services in accordance with the alternatives listed below.

	No Idea (1)	Poor (2)	Fair (3)	Good (4)	Very Good (5)
1) Easiness Of The Application Processes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Easiness Of Reaching The Relevant Person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) Respect And Courtesy Shown To You	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4) Given Information On The Provided Services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5) Service Completion Time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6) Technical Staff's Professional Knowledge And Skill Share	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7) Offering Timely And Proper Solutions To Your Problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8) Compliance With The Principles Of Confidentiality And Impartiality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Please indicate your general level of satisfaction with TUBIMER services

	1	2	3	4	5	6	7	8	9
Satisfaction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*1=Lowest, 9=Highest

Submit

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