April 01, 2016

Dear Colleagues,

Published products are of utmost importance in terms of enhancing the University's research capacity as a whole, both within and outside the University, in line with the primary objectives of projects. It is important, therefore, that reference be given to financial support provided by Boğaziçi University Scientific Research Projects (BAP) by quoting the project code in all deliverables such as papers, books, dissertations, and so forth resulting from Scientific Research Projects. References must contain the phrase "**BÜ Bilimsel Araştırma Projeleri tarafından .... kodu ile**" in publications in Turkish and "**by Boğaziçi University Research Fund Grant Number ...**" in publications in English.

Deliverables that do not bear such a reference with the relevant project code cannot be considered as products of BAP projects and thus cannot be included in the database specifically created for products arising from them. Consequently, the contribution made by BAP to our University's research potential and research outputs cannot be reflected in the statistics, and thus cannot be measured.

In cases when project results are published after the relevant project is completed, those that bear reference to the financial support provided by BAP with the relevant project code and the expression **"BÜ Bilimsel Araştırma Projeleri tarafından .... kodu ile"** or "**by Boğaziçi University Research Fund Grant Number ...**" can be included in the BAP database, allowing an inventory to be created of products arising from BAP projects, provided that they are submitted to the BAP Committee via the "Bilim İnsanı Portalı" [Scholar Portal] for approval.

To place a request for "Ürün Sunumu" [Deliverable Presentation] via the "Bilim İnsanı Portalı" [Scholar Portal], please follow the following steps:
1. *Log in the **"Bilim İnsanı Portalı"** [Scholar Portal] with your user name and password; click the **"Bilim İnsanı"** [Scholar] tab.*
2. *Under the **"Akademik Faaliyetler"** [Academic Activities] menu that opens under the Bilim İnsanı Portalı" [Scholar Portal], click **"Yayınlarım (ekle linkinden)"** [My Publications (add)] link to upload the publication.*
3. *To list all publications, click on **"Yayınlarım"** [My Publications] link.*
4. *Click **"Başvur"** [Apply] button under the "BAP'a Ürün Sunumu" [Deliverable Presentation to BAP] heading on the right side of the screen.*
5. *Click **"Tamam"** [Yes] to answer the question "Ürün sunumu başvurusu yapmak istediğinizden emin misiniz?" [Are you sure you want to apply for deliverable presentation?] that will appear on the screen.*
6. *On the screen that appears, select the BAP Project you would like your publication to be associated with and click **"Kaydet"** [Save] button.*

I would like to bring to your attention hereby that in all deliverables resulting from BAP projects, reference must be made to the source of funding by code number and the phrase ***"BÜ Bilimsel Araştırma Projeleri tarafından .... kodu ile"*** *or* ***"by Boğaziçi University Research Fund with Grant Number ..."***, ensuring that these deliverables are added to the "Bilim İnsanı Portalı" [Scholar Portal].

Best Regards,

Professor Ayşın Ertüzün
Head of the BAP Committee