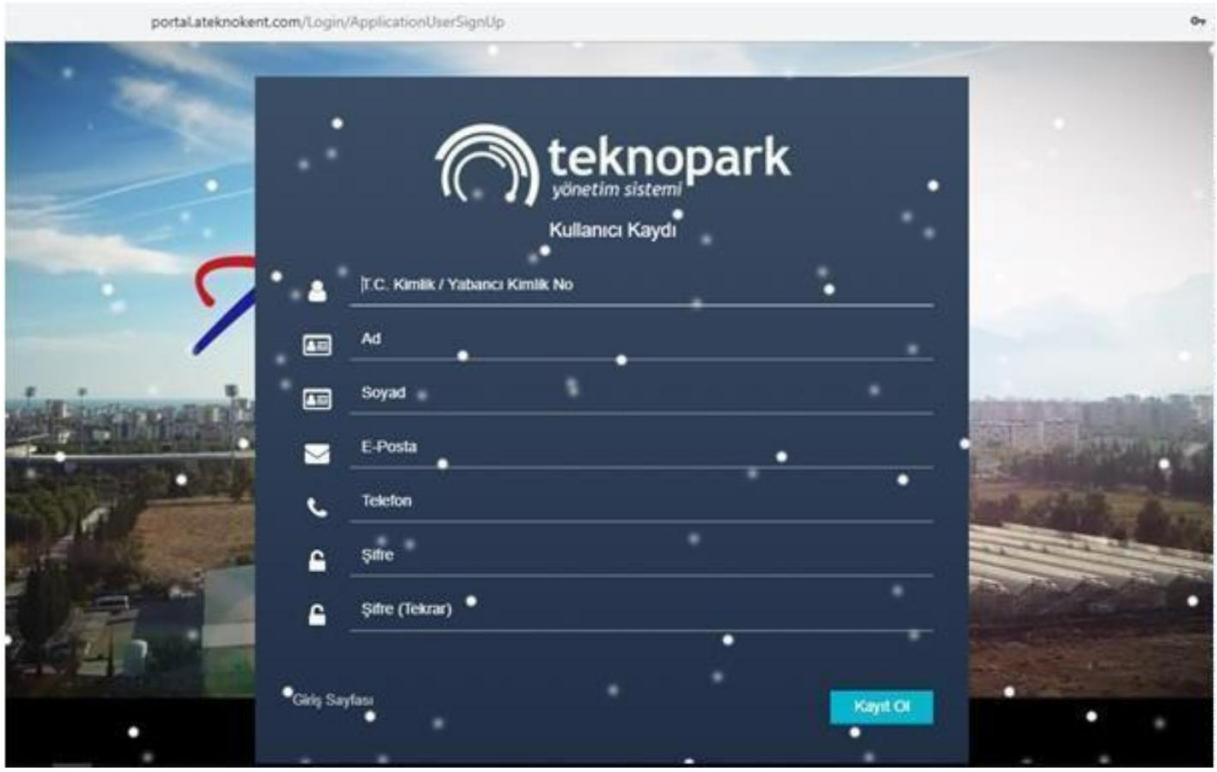
ANTALYA TECHNOPARK

PROJECT APPLICATION GUIDE

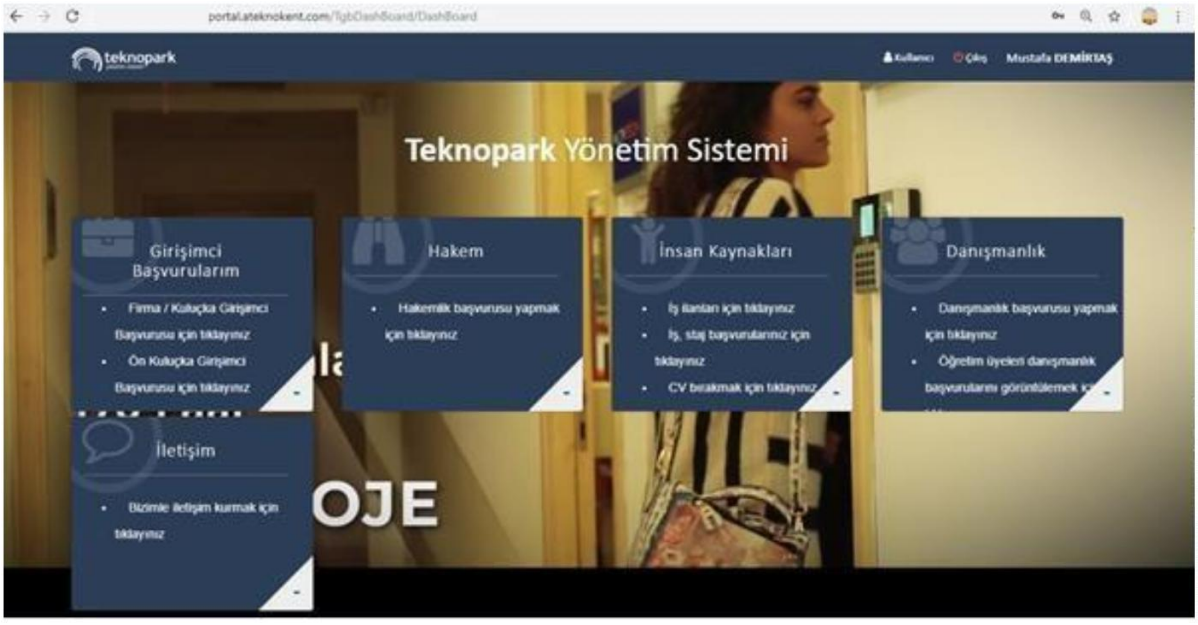
2022

Entrepreneur/entrepreneur companies that will be in the region for the first time register their users on the Antalya Technopark Portal to submit their R& D or Design Project applications to be in the region.



After the user is registered, the system automatically sends the activation email to the registered email address. (The activation mail may have been spam for some email extensions due to the firewall.)

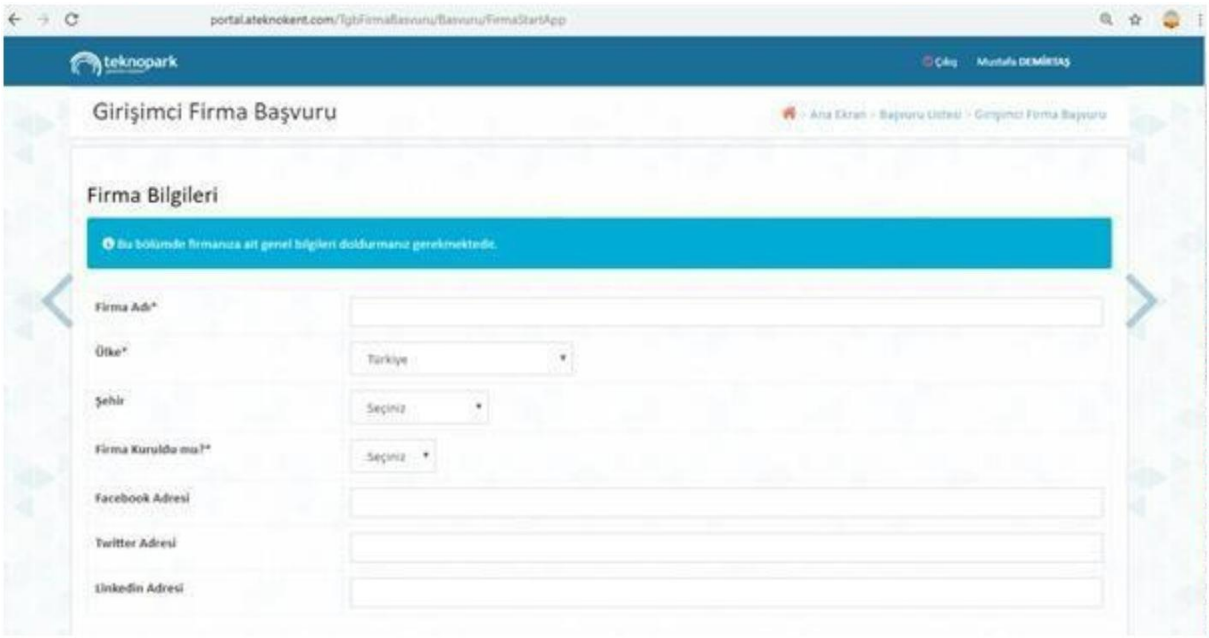
Once the user has activated the registration, the system is logged in with the password set up during registration. Once logged in, a screen will appear about the actions that the user can perform in front of them.



The application process will begin if you click for a company/incubator application and click on the option “make a new company/incubator application.”

1. Company General Information:

Fill the relevant sections according to your current information if a company is established. If not, fill your personal information.



2. Partnership Structure

Fill from the "add new shareholder" section according to your current information if a company is established. If not, fill in according to the planned partnership information.

3. Personnel Considered to be Employed

In this section, please fill in the information about the company personnel working on your current projects.

In the “add new personnel” section, enter the data in accordance with the personnel type.
You can make the type of personnel according to the following descriptions:

Out-of-Scope Personnel: A personnel who does not form part of the Project Unit and does not use exemption.

R&D Personnel: Researchers, software developers and technicians directly involved in R&D activities.

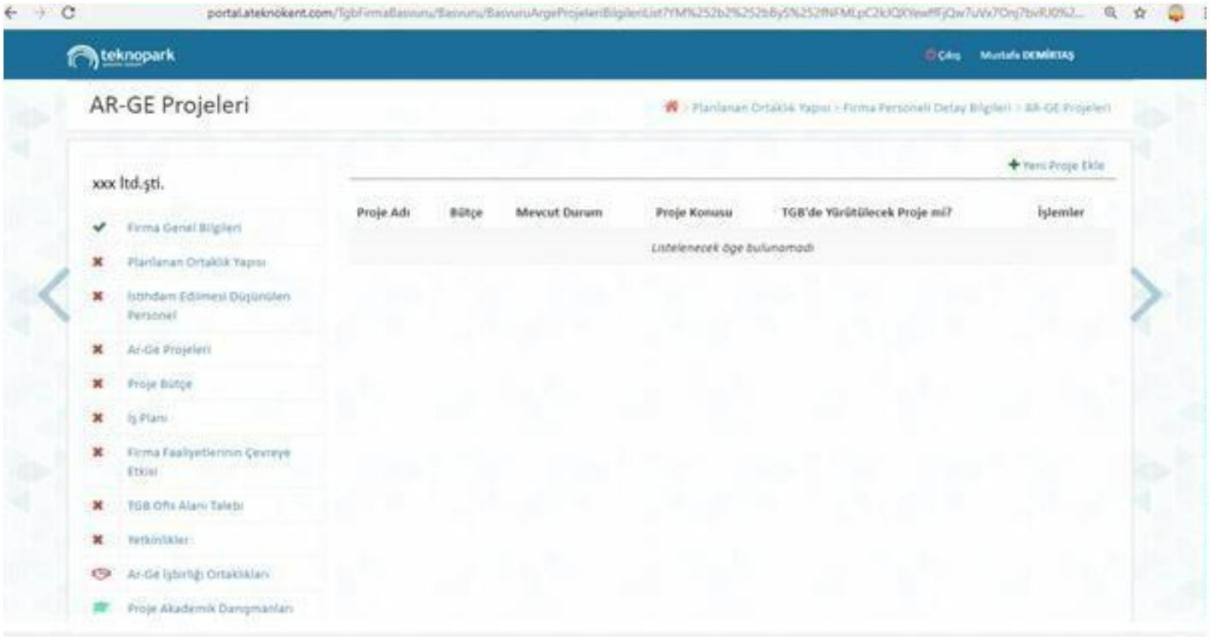
Design Personnel: Designers and technicians directly involved in Design activities.

Support Personnel: Managers, technical staff, laboratory assistants, secretaries, workers, and similar personnel participating in R&D or design activities or directly related to these activities.

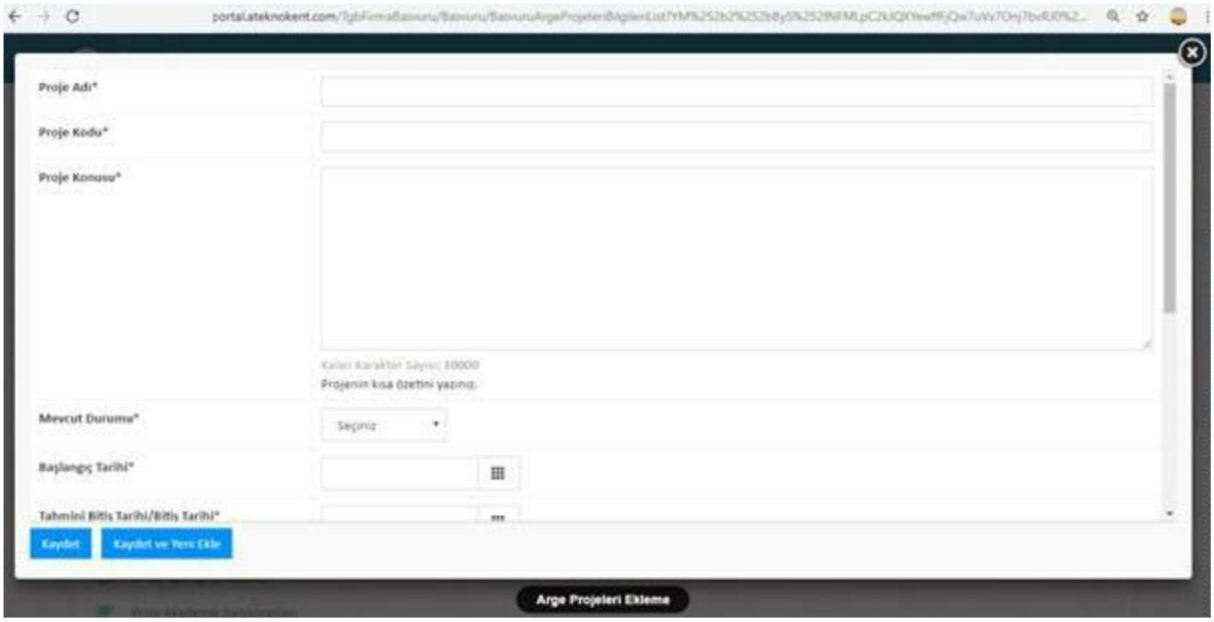
Technician: Persons who have graduated from design, technical, science or health departments of vocational high schools or vocational academies, and have technical knowledge and experience

4. R&D Project Information

Please provide information about the R&D Projects you carry out as a company or as an individual.



Please provide detailed information about your projects in the "Add New Project" section.



4.1. Project Title: Use a short and concise title summarizes your project.

4.2. Project Code: Create a code what you think might be the abbreviation of the project and represent your project.

4.3. Describe the Project: Summarize your project by mentioning the original contributions you will make in your project, the output you want to achieve in your project, and the reasons for your project

4.4. Current Status: Provide information about the status of your project.

4.5. The Starting Date: Please enter the date you want your project to start.

4.6. The Closing Date: Please enter the estimated completion date of your project.

4.7. Final Project Outputs: Please fill in the useful tools/equipment, product, system, production techniques etc. to the final project output section.

4.8. Project to be carried out in TGB: Select Yes.

4.9. R&D Qualification: Detail the R&D aspect of your project. You can use this section to respond to the question "What is the purpose of your R&D project?" Support as much as possible with information on project workflows and key processes. Support with additional documentation if necessary.

4.10. Innovative Aspect: Briefly summarize the innovative aspects of the targeted output in the project, the differences, benefits, advantages, and superiorities of the market and industry (within the company, internal or abroad).

4.11. Activity Codes (NACE Rev.2): Please search by entering at least 3 characters, and records matching the values you entered will be listed in the drop-down list. For example: You can list the activity codes related to the Software by writing the Software, or you can write your activity code as two digits by putting a dot between e.g. You can increase by typing the activity code 6220101 as 62.01.01.

4.12. Full Description of the Project: In this section, provide details that describe the reasons, purpose and objectives of your project, the R&D work and scope within the project.

4.13. Keywords (Please separate with commas): In this section, please give the key words you will use to describe your project are the technology, product, related discipline and target audience, etc.

4.14. **Do You Request VAT Exemption?:** Choose one of the options "Yes" or "No" according to your request. *(Under the Technology Development Zones Law No. 4691, the entrepreneurs in the technology development area and specialization technology development region produce and manage systems, data management, business applications, industry, internet, in these regions, while income or corporate tax exemptions are the exception of the proceeds of entrepreneurs, the game is exceptional for value added tax on delivery and services in the form of mobile and military command control application software.)*

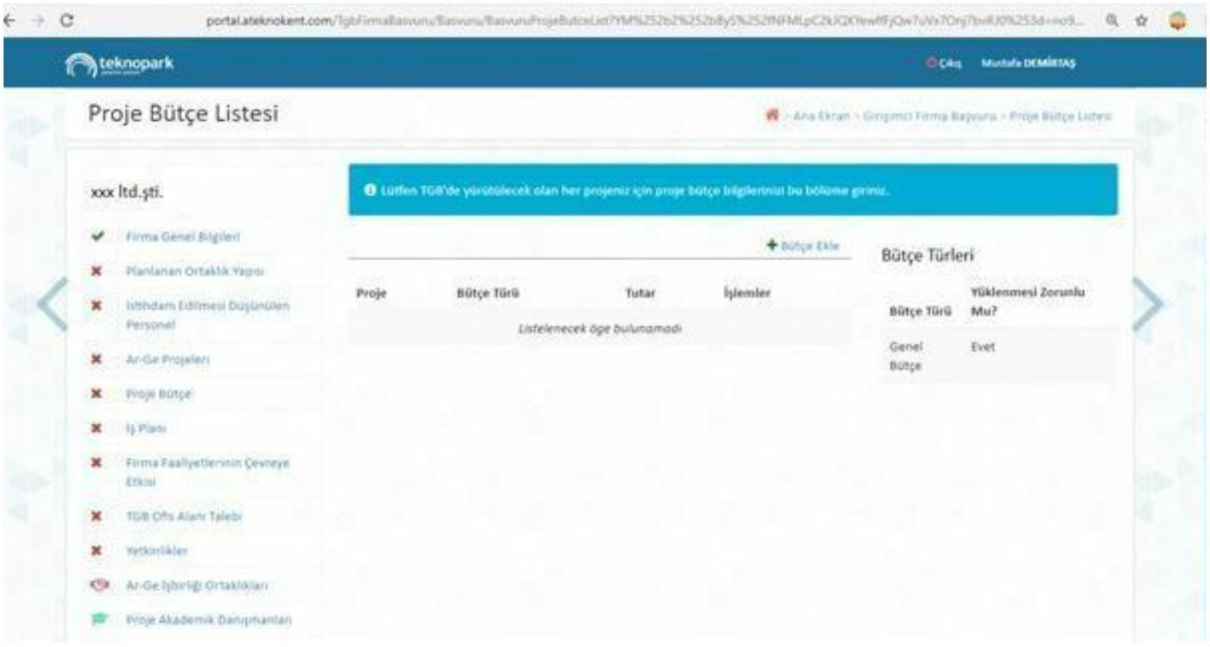
4.15. Potential for Commercialization: Talk about the potential market, customer structure, current competitive environment for the product/service that will result in the project. Provide information on the targeted sectors and with the targeted market share.

4.16. R&D Support Institution: Please indicate if there is an institution from which you received R&D Support for your project. If not, you can skip this section.

After selecting "Save", continue to move to the other sections.

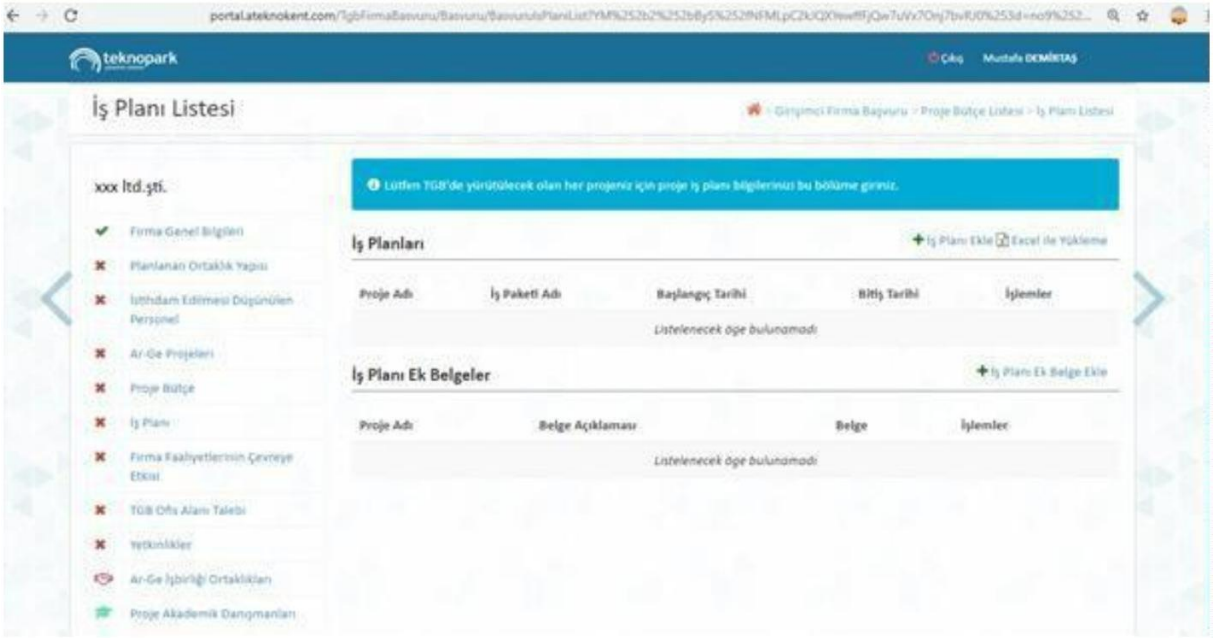
5. Project Budget

Enter your budget information for your project to be carried out in the Technology Development Zone.



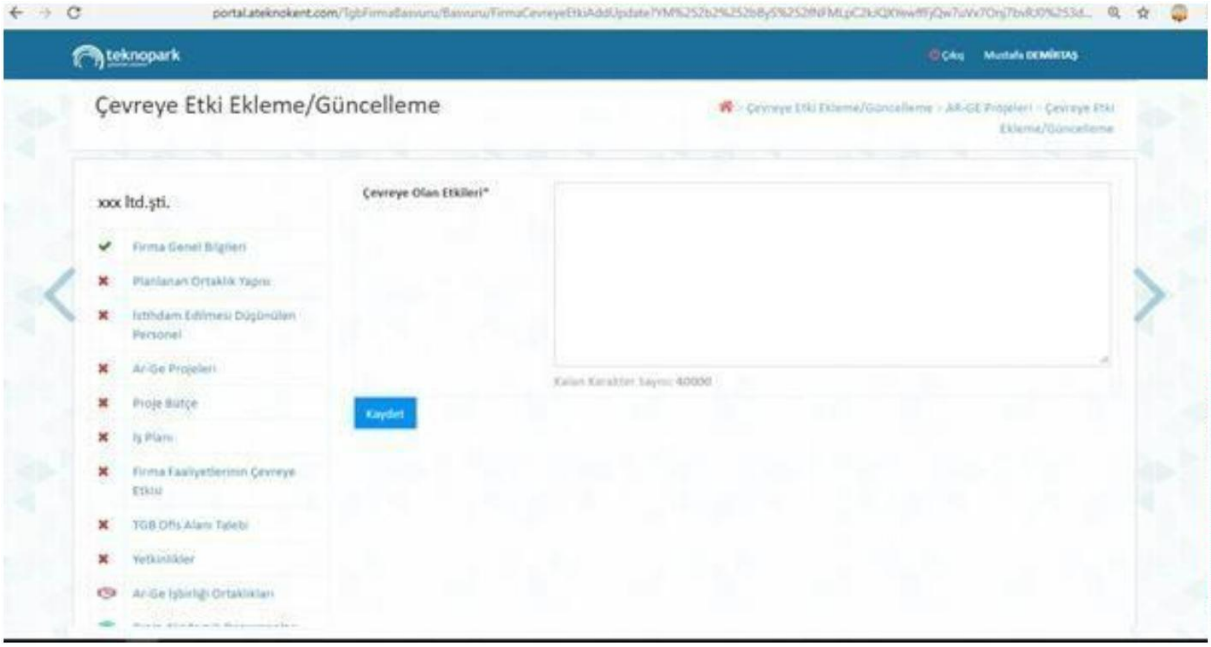
6. Business Plan

Please upload the business plan showing the work packages you have created in accordance with the planned R&D stages of your project. Write down the activities you will do within the scope of the project are in accordance with the start-to-end dates of the project. If you want to give details about the work packages, take action in the "Add Additional Documents to the Business Plan" section.



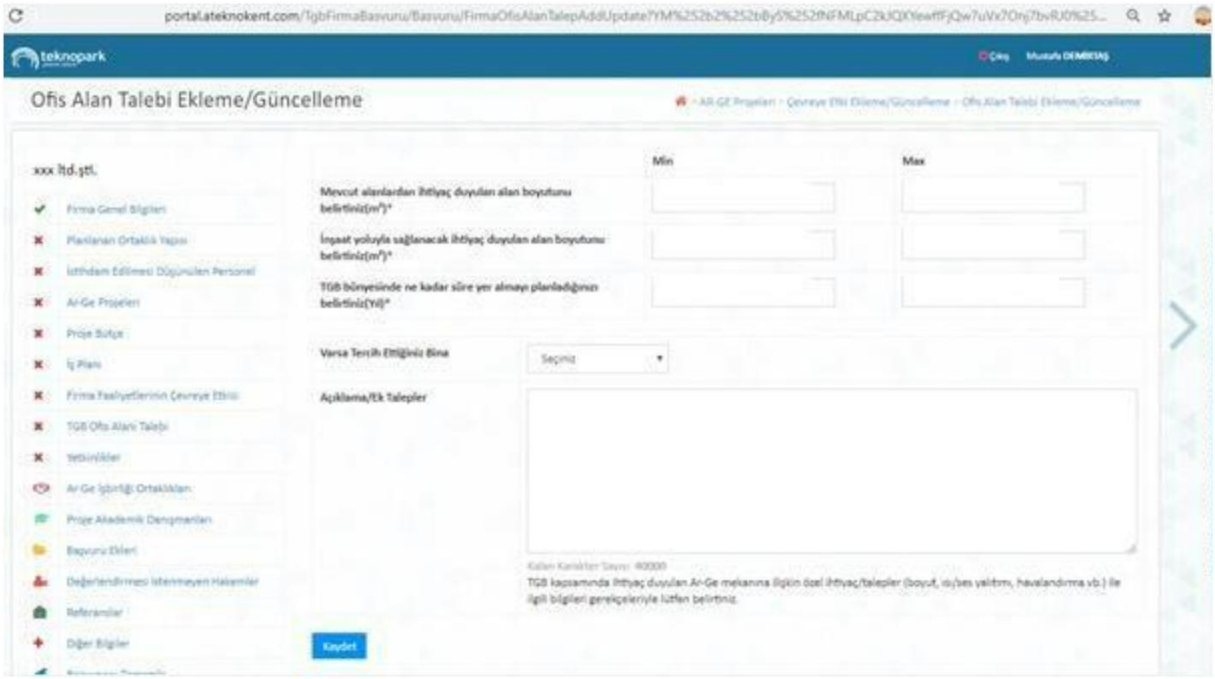
7. Environmental Impact of Company Activities

Please write down the beneficial or useful impacts of the project on the environment.



8. TGB Office Area Request

Please indicate your min-max m² request regarding the R&D area needed under TGB, the min-max period (year) you plan to be in the region, and the information about special needs/requests (size, heat/sound insulation, ventilation, etc.) with justifications.

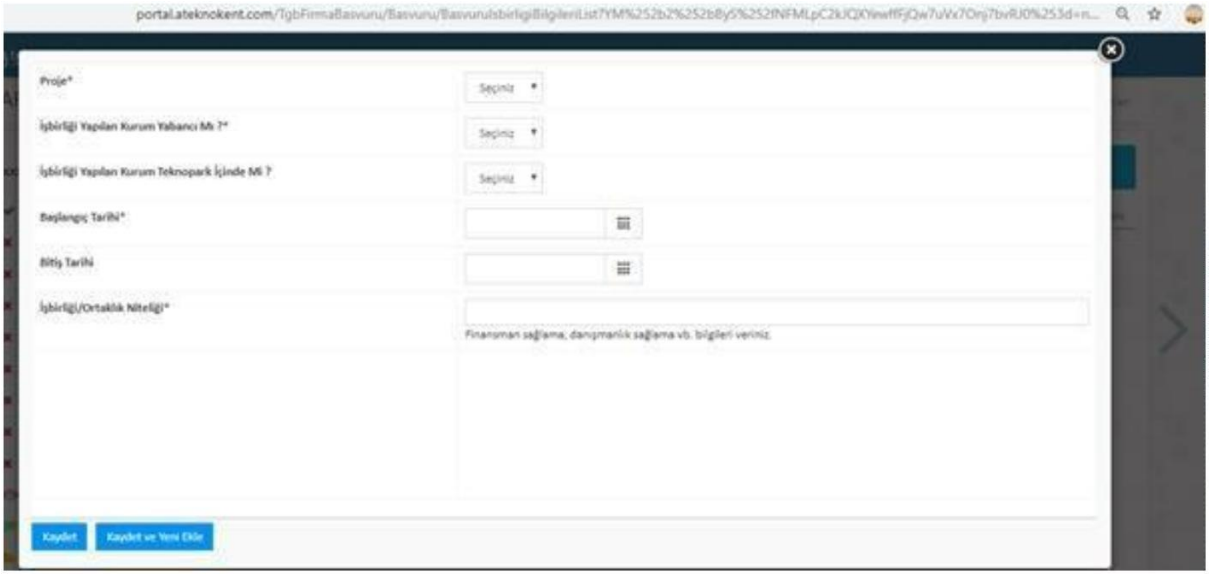


9. Competence:

Choose according to the competencies you have or your company has.

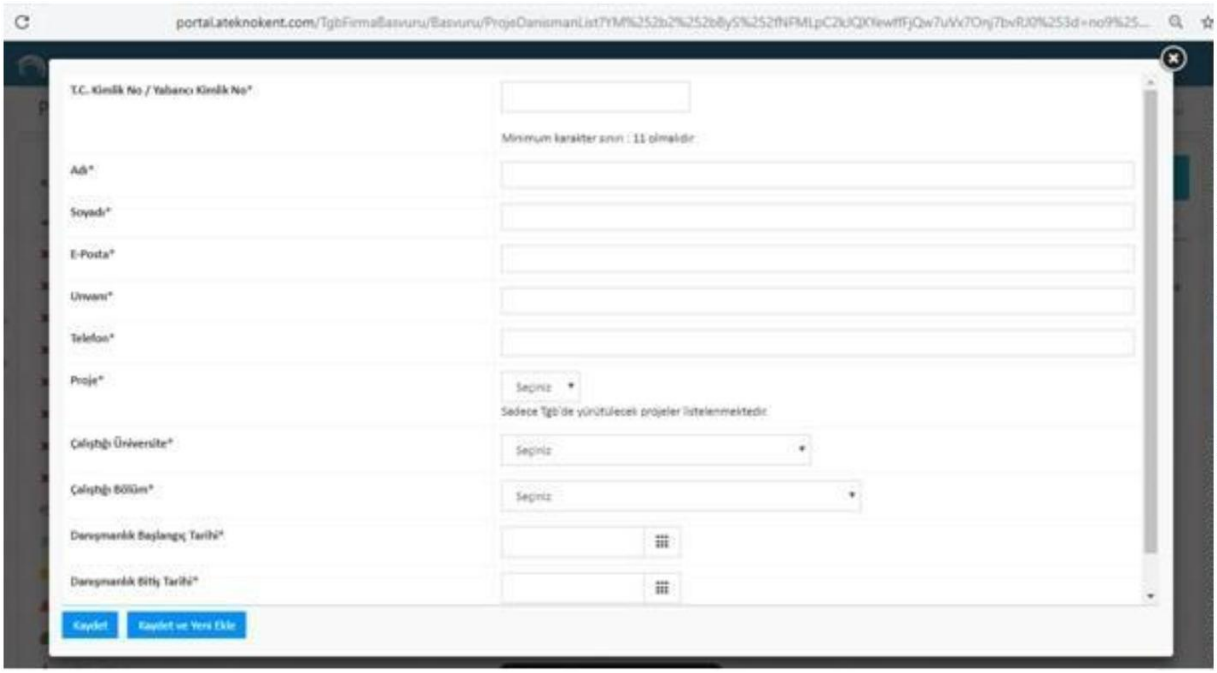
10. R&D Cooperation and Partnerships:

In this section, explain your cooperation and partnership in the R&D. In your project, please provide information about the level of cooperation with universities, research centers and other companies located in the Western Mediterranean Technology Development Zone, and companies outside the TGB, especially with Akdeniz University. Add your new collaborations related to the project in the "Add New Collaboration" section.



11. Project Academic Advisors:

Please enter project consultants for your projects to be carried out in TGB. From the “Add Advisor” section detail the information for the academic advisor.



12. Application Attachments

Please note that the attached documents will affect the application positively, so please add your non-mandatory documents if available.

Mandatory Documents:

If the company is not yet established:

- Organisation Chart
- Application Fee
- Resume of Project Manager

If the company is established:

- Trade Registry
- Tax Sheet
- Organisation Chart
- Specimen of Signature
- Certificate of Activities
- Application Fee
- Resume of Project Manager

NOTES:

1. The Application Fee:

The incubation application fee is 1200 TL + VAT.
The current company application fee is 2000 TL + VAT.
The first company application fee is 4000 TL + VAT.

2. You can make your payments to our bank accounts below:

Antalya Teknokent Yönetici ve İşletici A.Ş.

HALK BANKASI KONYAALTI ŞUBESİ

IBAN: TR57 0001 2001 2700 0010 1001 23

3. Duration of the Project:

The project can last at least 6 months and no longer than 24 months

4. Submitting the Application Form to the Managing Company

The application report is printed in 2 copies; each page is initialled, General Information (2nd page) is stamped, and it is delivered to the Management office with the additional files uploaded and the attached application petition. Applications will be taken into the process as of the date they are hand-delivered.