

Project Creation Steps in EAS-e-TAM

You should create a project in Eas-e-TAM for IRC Credit allocation or for the balance definition process from your project's budget (TUBITAK, BAP, etc...) that you are the administrator.

- 1-** Register in the Eas-e-TAM (<https://eas-e-tam.iyte.edu.tr>) system and reply to the confirmation e-mail sent to your e-mail address. Then inform us that you have registered and want to create a project.
- 2-** The PROJECT OWNER Role will be assigned to you by the Eas-e-TAM system. You will receive a notification e-mail when Project Owner Role Assignment is made.
- 3-** After assigning the Project Owner Role, you can add a project from the 'Add' section on the right side of the screen by entering the 'Projects' section under 'Main' in the EAS-e-TAM system.
- 4-** In the 'Project Code/Name' section of the screen that appears while adding a project, you can specify a project name in the form of 'Project name-IRC Credit' (Example: For IRC Credit, Sancar Group-IRC Credit or Ayşe Sancar-IRC Credit).
- 5-** Select the appropriate Project Type for your created project. (IRC Credit, TUBITAK, BAP, etc...)
- 6-** The project status should remain as 'Open'.
- 7-** In this way, the project created after saying 'Save' will appear on the screen. If you want, you can create a project team* from students, post-docs, etc. registered in EAS-e-TAM, by clicking 'Click to Edit Member'. (* Project team members can request analysis at the cost of your budget, provided that you approve.)
- 8-** When you complete the project creation steps, your IRC Credit assigned will be allocated to the project you have created. For other project types, when the payment process is completed, it will be defined to your project in Eas-e-TAM.