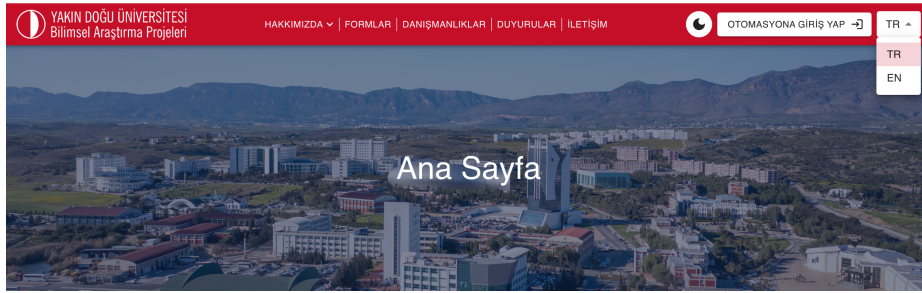


Steps for Accessing the BAP Automation System

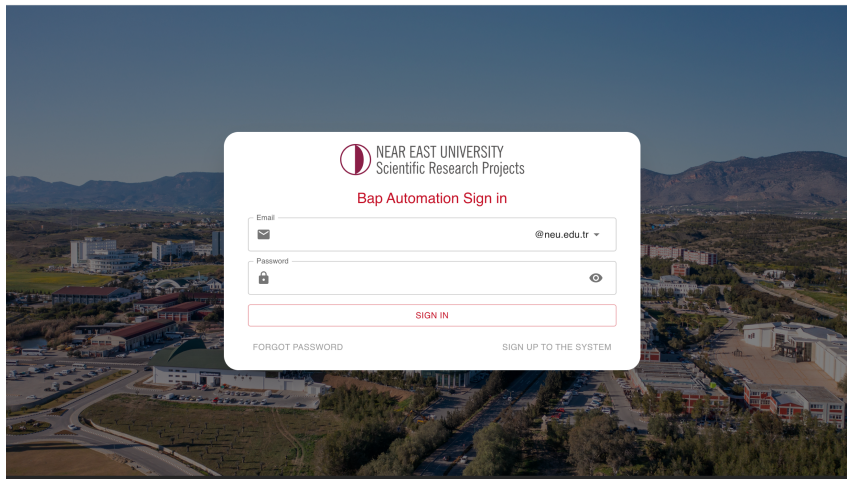
1. On the <https://bap.neu.edu.tr/tr> webpage, select the language (Turkish [TR] or English [EN]) and click on the **“LOGIN TO AUTOMATION”** tab.



- 2- On the page that opens, click again on the **“LOGIN TO AUTOMATION”** tab.



3- Only Near East University academic staff can log in to the system (Postgraduate and undergraduate students cannot apply as project coordinators; therefore, their registrations **will not be approved**). Only email addresses ending with @neu.edu.tr can be used in the BAP automation registration system. New users can register by clicking the **“SIGN UP TO THE SYSTEM”** button.

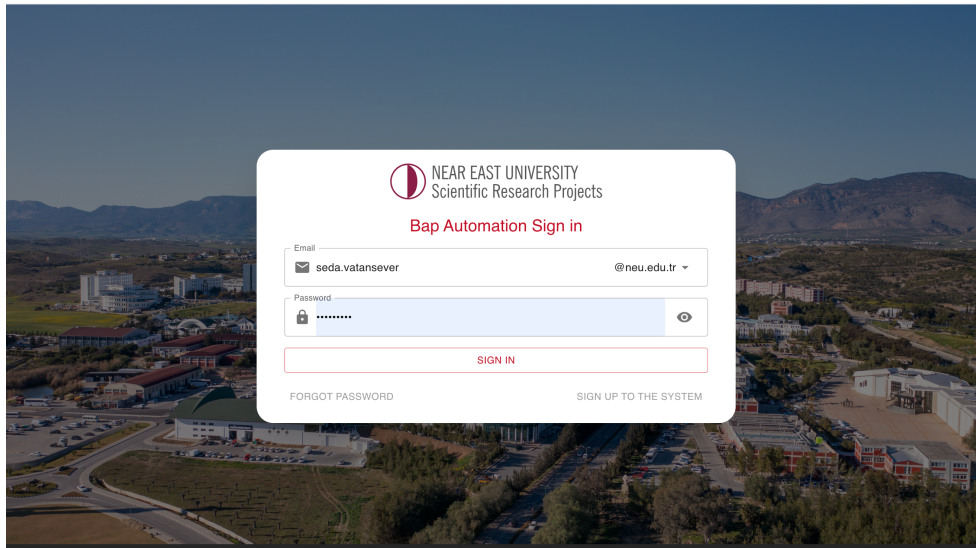


The image shows a login form for the BAP Automation system, overlaid on a background image of a university campus. The form is white with a red border and contains the following elements:

- NEAR EAST UNIVERSITY** Scientific Research Projects logo and text.
- Bap Automation Sign in** title.
- Email** input field with a dropdown menu showing **@neu.edu.tr**.
- Password** input field with a toggle icon.
- SIGN IN** button.
- FORGOT PASSWORD** link.
- SIGN UP TO THE SYSTEM** link.

4- After registration, an approval stage by the BAP Coordination Unit is required to prevent incorrect entries. Each registration will be checked and approved by BAP officials.

Once approved, users can log into the automation system using their neu.edu.tr email address and the password they created during registration by clicking the “**SIGN IN**” button.



5- The page that opens is the project Manager’s main page, where all listed data can be accessed via the left-hand menu. To apply, click the “**New Project Application**” tab under the Project Manager section.



6- After completing all required fields for the application, click **“FINISH”** to upload the project.

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EN

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Project Application

General Information

Project Personnel

Budget

Other

Files

Above, all other documents related to the project's content and subject, which are not specifically named, can be added. For example, permits, approvals, and letters required from other official public institutions and organizations, etc. (Files should be in XLS, XLSX, DOC, DOCX, or PDF format).

Select a file from your computer to upload:

SELECT FILE

Files

File Name	Size	File Type	Date
No Rows to Show			

BACK

FINISH

7- The application will appear on the coordinator's main page. By clicking **“Confirm and Send”** under the **“ACTIONS”** tab, the project will be submitted to the BAP Coordination Unit. Once the **“Confirm and Send”** confirmation is given, no further edits can be made to the project.

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FINISH

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Actions	Project Id	Project Code	Project Manager	Project Title
ACTIONS	6e61114a-b001-4f22-a5fb-4fa9c8fa573d		Seda Vatansever	Propolisin MCF7 hücrelerinde eksozom salgısla e
ACTIONS	8980497f-e9b3-44d5-b098-28866f79138d	YDÜ-2026-cb57	Seda Vatansever	den,den

Rows per page: 10 1-2 of 2

Total Proposed Budget:	2000 TL
Total Accepted Budget:	0 TL
Total Spent Budget:	0 TL
Total Remaining Budget:	0 TL

8- After entering the project into the system, a printed and wet-signed copy of the same application form must be submitted to the BAP Coordination Unit. After this process, status information with an “S” code will be sent to the email address entered in the system. Detailed information about status codes can be found in the “Forms” section of the BAP website. You can also track your project’s progress and status through the system.