**SCIENTIFIC RESEARCH PROJECT**

**INTERIM REPORT [[1]](#footnote-1)**

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| 1. **GENERAL INFORMATION ABOUT THE PROJECT** | |
| **Project Title** |  |
| **Application Number** |  |
| **Project Coordinator** |  |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Interim Report Date** |  |
| **Interim Report Number** |  |
| **Budget Spent\*** |  |
| **Total Budget** |  |

# *\* The budget spent within the scope of the project should be requested from the Financial Affairs Department via the Project Support Office.*

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| --- | --- | --- |
| **2. PROJECT STAFF \*** | | |
|  | **Name-Surname** | **Institution-Faculty-Department** |
| **Coordinator** |  |  |
| **Researcher/s** |  |  |
| **Supervisor/s** |  |  |

# *\* Related to the number of researchers and supervisors, additional rows can be added to the table.*

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| 1. **INFORMATION ABOUT THE PROJECT PROGRESS** |
| 1. **Scientific and/or Technical Developments:**   *The progress with respect to the work plan should be discussed. The data obtained along with interim results and materials plus any change in material, method and scope should be indicated and discussed.* |
| 1. **Administrative Developments:**   *(If any) Changes in the Project team, project duration etc.* |
| 1. **Financial Developments:**   *Expenditures, (if any) additional budget etc*. |
| 1. **Work Plan:**   *The realization percentages of work packages during the interim report should be indicated in the table below.* *Add row to the tables below, if necessary.*   |  |  |  | | --- | --- | --- | | **Work Package Name or Code** | **Planned** | **Completed** | | **………………** | **…%** | **…%** | | **………………** | **…%** | **…%** | | **………………** | **…%** | **…%** | | **………………** | **…%** | **…%** | | **………………** | **…%** | **…%** | | **………………** | **…%** | **…%** | | **………………** | **…%** | **…%** | | **………………** | **…%** | **…%** | | **………………** | **…%** | **…%** | |

1. *If interim reports are not submitted on time and no acceptable justification is given, the project is suspended with the Project Evaluation Commission’s decision until the reports are submitted and no payments will be made during this period.This form was revised on 15/02/2017 and 19.02.2018.* [↑](#footnote-ref-1)