**SCIENTIFIC RESEARCH PROJECT**

**FINAL REPORT**

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| 1. **GENERAL INFORMATION ABOUT THE PROJECT**
 |
| **Project Title**  |  |
| **Application Number** |  |
| **Project Coordinator** |  |
| **Project Start Date** |  |
| **Project End Date** |  |
| **(If any) Additional Time** |  |

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

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

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| 1. **PROJECT BUDGET [[1]](#footnote-1)**
 |
|  | **Budget Approved in Application Form** | **(If any) Additional Budget** | **Incurred Expense** | **(If any) Remaining Budget** |
| **Machine, Equipment and Software**  |  |  |  |  |
| **Consumables**  |  |  |  |  |
| **Scholar/Assistant Payments**  |  |  |  |  |
| **Service Procurement**  |  |  |  |  |
| **Travel Expenses** |  |  |  |  |
| **TOTAL** |  |  |  |  |

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| 1. **INFORMATION ABOUT THE PROJECT PROGRESS**
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| 1. **Scientific and/or Technical Developments:**

*The progress with respect to the work plan should be discussed. The changes (if any) in the methodology and the 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. **The Status of Machine, Equipment and Software Purchased within the Scope of the Project:**

*Please explain how machine, equipment and software purchased within the scope of the project will be used following the closure of the Project.*  |
| 1. **INFORMATION ABOUT THE PROJECT OUTCOMES**
 |
| 1. **Scientific Outcomes:**

*The research outcomes should be summarized and academic publications resulted from the project should be listed. If any, the progress situation of graduate and doctoral thesis should be explained.* |
| 1. **Industrial and Commercial Outcomes:**

*The contribution of the Project outcomes to the pool of the university’s intellectual property rights should be stated. Please also summarize the efficiency and activity increase caused directly by the sectoral applied projects.* |
| 1. **Prospective Research Proposals:**

*Potential research topics and project proposals that might arise as a result of the project outcomes should be discussed.* |
| 1. **Attachments:**

Within the scope of the Project;* If you have an article/s as a project outcome,
	+ The document that shows the submission of your article/s for editorial evaluation,
	+ The copy of the article that you submitted to journals.
* If you attend a conference/s as a project outcome,
	+ Conference acceptance letter/s,
	+ The copy of the conference paper/s that you submitted.
* If you apply for another research project fund such as TUBİTAK or EU as a project outcome,
	+ System approved application form for your submitted application,
* If you have a Masters or PhD thesis as a project outcome,
	+ The thesis monitoring committee (TIK) and the jury minutes,
* If you have a patent, utility model, industrial design application as a project outcome,
	+ Related decisions of the Intellectual and Industrial Board of our university and Turkish Patent Office official application forms

need to be attached to this report. |

**APPROVALS**

Approvals to be taken before the Project Evaluation Commission’s decision\*:

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| --- | --- | --- | --- |
|  | **COORDINATOR OF THE PROJECT** | **HEAD OF DEPARTMENT** | **DEAN/MANAGER OF VOCATIONAL SCHOOL** |
| **Name-Surname** |  |  |  |
| **Signature** |  |  |  |

\**All of the pages should be initialed by the**Coordinator of the Project, Head of Department and Dean/Manager of Vocational School*

Final approvals that are required following the approval of the project by the Project Evaluation Commission:

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| --- | --- | --- |
|  | **HEAD OF FINANCIAL AFFAIRS DEPARTMENT** | **RECTOR** |
| **Name-Surname** | Zeki DOĞAN | Prof. Dr. M. Cemali DİNÇER |
| **Signature** |  |  |

**\****All of the pages should also be initialed by the Head of the Financial Affairs Department and Rector.*

1. *The detailed project financial report needs to be requested from the Financial Affairs Department through the Project Support Office. This form was revised on 15.02.2017, 19.02.2018, 29.05.2018 and 20.07.2018.* [↑](#footnote-ref-1)