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| Below should be filled by the Department of Higher Education and Foreign Relations |
| **Registration Date:** | **Registration Number:** | **Project Number:** |

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| **1. DEFINITION OF THE PROJECT** |
| **Starting Date** | **Projected Duration (Months)** | **Total Budget** |
| **1.1 Project Title**  |  |
| **1.2 Project Area** |  |
| **1.3 Project Type** |  |

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| **2. INFORMATION ABOUT THE PROJECT TEAM** |
| **2.1 Project Leader**  |
| Name-Surname, Title |  | ID Number |  |
| Faculty/Institute/High School/Centre |  | Department |  |
| E-Mail |  |
| Office Phone No |  | Mobile Phone No |  |
| Signature |  |
| **2.2 Project Team**  |
| Name-Surname | Title | Faculty/Institute/High School/Centre | Duty in Project | E-Mail | Signature |
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|  **3. PROJECT SUMMARY** |
| In the summary, abstract of purpose, the brief introduction of the subject, the outline of the method to be used, the targets to be achieved and the expected outputs should be outlined. |
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| **4. PROJECT OBJECTIVES AND COVARAGE** |
| Objectives and coverage should be measurable and context should be convenient with project timing. |
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| **6. AUTHENTICITY**  |
| Related with the Project; creativity, goals of improvement and type of problems to be solved should be included. |
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| **7. METHODOLGY** |
| In the Methodology, research methods and technique details will be given and it should be demonstrated that these methods and techniques are suitable for achieving the objectives and goals set out in the project. |
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| **8. JUSTIFICATION** |
| In the Justification section, the aim and reason should be clearly defined. |
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| **9. BUSINESS-DURATION-MANAGEMENT CHART (Business Packages and Duration)** |
| In the Project, bundled subjects will be called as Business Packages, this section will cover duration of project and bundled subjects (if over a year please tick a year expected). |
|  **One Year Two Year Three Year**  |
| **Business Packages** | **Months** |
| **Name** | **Explanation** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
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| **10. SUCCESS MEASUREMENTS AND PLAN B**  |
| In this section, Merits of reaching to a successful completion of the project, defined risk and rewards will be given (if available Plan B can be given). |
| **Success Measurement:****Plan B (if available):** |
| **11. BUDGET AND REASON** |
| **CONSUMPTION MATERIALS** |
| **NAME AND NUMBER OF MATERIAL** | **PURCHASING REASON** | **COST (İn Turkish Lira)** |
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| **MACHINERY - EQUIPMENT** |
| **NAME AND NUMBER OF MATERIAL** | **PURCHASING REASON** | **COST (İn Turkish Lira)** |
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| **PROCURMENT SERVICES (IN HOUSE)** |
| **NAME AND NUMBER OF MATERIAL** | **PURCHASING REASON** | **COST (İn Turkish Lira)** |
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| **PROCURMENT SERVICES FROM OTHER INSTITUTION(S)** |
| **CONSUMPTION MATERIALS** **(İn Turkish Lira)** | **MACHINERY - EQUIPMENT** **(İn Turkish Lira)** | **PROCURMENT SERVICES** **(İn Turkish Lira)** |
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| **PROJECT PUBLICATION, BOOK AND WEB BASED PUBLICATIONS**  |
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| **Domestic / Overseas Travel Expenditures**  |
| **Scientific Meetings, Business Trips and Visits**  | **AMOUNT****(in Turkish Lira)** |
| **Domestic Travel Expenses** |  |
| **Overseas Travel Expenses** |  |
| **TOTAL COST** |  |

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| **TOTAL BUDGET (in Turkish Lira)** |  |

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| **12. AVAILABLE INFRASTRUCTURE / MACHINERY**  |
| If infrastructure and machineries available please identify and explain usage of area.  |
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| **13. NUMBERS OF PLANNED PUBLICATIONS.** |
| If project has publications (web based or journal), please print number of publication and years expected.  |
| TYPE OF PUBLICATION | 1. YEAR | 2. YEAR | 3. YEAR |
| National  |  |  |  |
| International  |  |  |  |
| Web Based Publication  |  |  |  |
| Book/Journal |  |  |  |
| Other (please identify)............................................. |  |  |  |

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| **14. EXPECTED IMPACT OF COMPLETED PROJECT**  |
| Expected results, impacts and feedback of the completed project. |
| **Economic – Commercial - Social*** **Product,**
* **Patent,**
* **Workshop,**
* **Scientific activity,**
* **Other**
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| **Training and Gaining New Researchers**  |  |
| **Creating New and Related Projects*** **National,**
* **International**
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| **Other (if applicable please identify)** **.............................................................** |  |

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| **15. EVALUATION OF ETHICAL AND LEGAL IMPACTS**  |
| **Conformity and Evaluation of Ethic Side** |  |
| **Conformity and Evaluation of Legal side**  |  |

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| **16. ADDITIONAL NOTES OR INFORMATION (If available)**  |
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Signed By: ..................................................... Date: .........................................