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| 1. **General Information** | |
| * 1. Project ID and Title |  |
| * 1. Name and Title of Project Advisor |  |
| * 1. Names of the Project Team |  |
| * 1. Started Date and Finished Date |  |

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| --- |
| **Date** |

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| 1. **Budget Report**    1. **Summary of the expenditures** | | | |
| **Budget Items** | **Explanation** | **Amount (TRY)** | |
| **Spent** | **Left** |
| Equipment |  |  |  |
| Software |  |  |  |
| Service Procurement |  |  |  |
| Travel |  |  |  |
| Consumables |  |  |  |
| **TOTAL** | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Results**    1. **Milestone Assessment** | | | | | |
| **Milestone Number** | **Milestone Name** | **Success Criteria** | **Prospected Time** | **Status (Achieved/Partially Achieved/Not Achieved)** | **Explanation (on partially achieved/not achieved milestones)** |
|  |  |  |  |  |  |
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* 1. **Outcomes of the Project**

Outcomes achieved by the project (please explain and also add a list in this report and add respective proofs/documents as an annex (project applications in relevant field, articles, patents, oral/poster presentations, books, etc.)

1. **Evaluation, Conclusion and Next Steps for Sustainability**

Please provide more details about lessons learnt, possible improvements and next steps on the project.