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| **ATILIM UNIVERSITY**  **RESEARCHER CAREER SUPPORT PROGRAM FOR ATILIM UNIVERSITY STUDENTS (ATAK)**  **PROJECT APPLICATION CHECKLIST** | **ATILIM**  **UNIVERSITY** |

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| 1. One ATAK project application made within the same academic year. | **🞎** Yes 🞎No |
| 2. The project proposal form has been completed in line with ATAK principles and procedures. | **🞎** Yes 🞎No |
| 3. The new ATAK proposal form has been used. | **🞎** Yes 🞎No |
| 4. The ATAK applicant, their team, and advisor meet with the conditions as per ATAK principles and procedures. | **🞎** Yes 🞎No |
| 5. The application does not include students in preparatory school, or those with a single semester before graduation. | **🞎** Yes 🞎No |
| 6. The ATAK project executive is not a member of any other ATAK project team within the same academic year. | **🞎** Yes 🞎No |
| 7. Project team students are not also taking part in another incomplete ATAK project. | **🞎** Yes 🞎No |
| 8. The proposal form includes all relevant signatures in ink. | **🞎** Yes 🞎No |
| 9. The budget and the justification are presented in line with the relevant remarks and the upper limit for projects. | **🞎** Yes 🞎No |
| 10. The expense items and schedule have been completed in line with the project budget and signed in ink. | **🞎** Yes 🞎No |
| 11. Transcripts of the executive student and the students in the project team are provided as attachments. | **🞎** Yes 🞎No |
| 12. Proforma invoices have been attached to the application. | **🞎** Yes 🞎No |
| 13. The relevant application form (draft) for studies requiring the permission of the ethics committee has been prepared and attached. | **🞎** Yes 🞎No |
| 14. (If any) Letter of Intention from an External Institution has been provided. | **🞎** Yes 🞎No |