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| **ATILIM UNIVERSITY**  **UNDERGRADUATE RESEARCH PROJECTS PROGRAM (LAP)**  **PROJECT APPLICATION CHECKLIST** | **ATILIM**  **UNIVERSITY** |

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| 1. One LAP project application made within the same academic year. | **🞎** Yes 🞎No |
| 2. The project proposal form has been completed in line with LAP principles and procedures. | **🞎** Yes 🞎No |
| 3. The new LAP proposal form has been used. | **🞎** Yes 🞎No |
| 4. The project executive, researcher, and advisor meet with the conditions as per LAP principles and procedures. | **🞎** Yes 🞎No |
| 5. Scholars and volunteering students meet the conditions as per LAP principles and procedures. | **🞎** Yes 🞎No |
| 6. The LAP project executive is not a member of any other LAP project team within the same academic year. | **🞎** Yes 🞎No |
| 7. At least two scholar students are in the project team. | **🞎** Yes 🞎No |
| 8. Individuals are taking part in up to two LAP projects as either Project Researchers or Project Advisors, and not Project Executives in any other LAP project within the same academic year; or participating as Project Researchers and Project Advisors, simultaneously. | **🞎** Yes 🞎No |
| 9. The proposal form includes all relevant signatures in ink. | **🞎** Yes 🞎No |
| 10. The budget and the justification are presented in line with the relevant remarks and the upper limit for projects. | **🞎** Yes 🞎No |
| 11. The expense items and schedule have been completed in line with the project budget and signed in ink. | **🞎** Yes 🞎No |
| 12. Resumés of up to 5 pages of the executive, the researchers, and the project advisors, along with their lists of publications, have been attached. | **🞎** Yes 🞎No |
| 13. Proforma invoices have been attached to the application. | **🞎** Yes 🞎No |
| 14. The relevant application form (draft) for studies requiring the permission of the ethics committee has been prepared and attached. | **🞎** Yes 🞎No |
| 15. (If any) Letter of Intention from an External Institution has been provided. | **🞎** Yes 🞎No |