**1515 FRONTIER R&D LABORATORY SUPPORT PROGRAMME**

**PERIODIC ACTIVITY REPORT**

***Please delete all italic guidelines including this tag and fill in the form using Arial 11 Normal font***

***This is an unofficial English version of Periodic Activity Report form which is officially released in Turkish. Periodic Activity Plan have to be submitted in Turkish.***

**Project Number:**

**R&D Laboratory Name:**

**Executive Company:**

**Partner Company:**

**Period Covered by the Report:**

**R&D Laboratory Manager:**

***(Name-Surname/Date/Signature)***

# Summary

## Summary of the Activities Performed during Previous Periods

*Please give a summary of activities performed during previous periods.*

##  Summary of the Activities Performed during the Period Covered by the Report

*Summarize the activities carried out during the period indicating the role of these activities in the 5-year activities of the R&D laboratory. Indicate the gains and development of the laboratory.*

## 1.3 Summary of the Activities Planned for the Coming Periods

*Summarize the work planned to be carried out in the next periods.*

# State-of-the-Art

## State-of-the-Art in the World

*Please summarize state of the art of the research area.*

## Activities Performed at Parent Company

*Describe the research activities performed by parent company in the area and the position of the parent company at the area*

## Activities Performed at Company

*Please summarize the activities performed by company during the period covered by the report*

**2.4 The Impact of the Organization’s Activities to Parent Company**

*Describe the effects of the studies by the organization during the period on the status and development of the laboratory and the organization within Parent Company in the research area.*

# Project Plan

## Overall Project Plan

*Please provide the overall project plan in this section.*

**3.2 Project Plan for the Period**

*Please provide work-time bar chart of R&D activities for the period by comparing periodic plan. The start and end dates of the work packages should be shown on the work-time bar chart, even if they are not within the activity period. Please indicate the relation of work packages and the researcher(s) responsible for implementing the work packages*

# Work Packages of the Period

## Summary of work packages

*Please give a summary of previous, ongoing and planned activities of each work package separately.*

## Work Package Information

*Please fill in the table provided below for each work package separately, which is going to be implemented during the period. Please provide references if applicable at the end of each section.*

|  |  |
| --- | --- |
| **Work Package Number** |  |
| **Work Package Title** |  |
| **Start and Finish Dates of Work Package** | *DD/MM/YYYY-DD/MM/YYYY* |
| **Status at the Beginning of the Period** |
| *Describe the status of activities in the work package at the beginning of the period.* |
| **Activities at the Work Package** |
| *Describe the activities performed at work package and specify the relation between work packages and/or work package deliverables. If applicable, specify the changes at Technology Readiness Levels resulted by the activities performed.*  |
| **Name Surname** | **Responsibility at the Work Package** |
|  |  |
|  |  |
| **Technology Readiness Levels (%)\*** |
| **3** | **4** | **5** | **6** | **7** |
|  |  |  |  |  |
| **Work Package Gains** |
| *Write the gains and goals achieved at the end of the work package*  |

\* Summation must be 100.

## Work Package Output Comparison Table \*

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Package Output** | **Targeted Work Package Output Value** | **Actual Work Package Output Value** | **If any, the reasons for the difference / deviations** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Please indicate your work package output goals declared in the activity plan.

## Work Package Status Table

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package No** | **Planned Start - End Date** | **Actual Start - End Date** | **Planned****Time****(Month)** | **Actual Time****(Month)** | **Deviation****(Month)** | **Reasons of Deviations** | **Time Worked During the Period** | **Completion of Work Package Excluding This Period (%)** | **Work Package Completion Rate Including This Period (%)** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

## Gained Skills

*Specify the skills gained as a result of the studies carried out during the period, acquired knowledge, research capacities, etc. by matching the work packages.*

# 4.6 Achievements’ Potential for Commercialization

*Indicate the potentials of product / commercialization; talents, acquired knowledge, research capacities, etc. as a result of the studies carried out during the period.*

# Risk and Avoidance Strategies

*Indicate the technical and other risks (financial, administrative, legal, etc.) encountered during the activity report period related to the R&D study and the path followed in the table below.*

|  |  |  |
| --- | --- | --- |
| **Realized Risks in R&D Studies \*** | **Work Package** | **The Method to Overcome Risk** |
|  | *Please indicate the number of the relevant work package* |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

\*Indicate the realized technical and other risks envisaged in the Activity Plan.

#  Widespread Impact

## Intellectual Property Rights

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Type** | **Application No** | **Title** | **Applicant/Inventor** | **Result of Application** | **Publication Date, if any** |
| 1 | *Patent With / Without Examination, Utility Model* |  |  |  |  | *DD / MM / YYYY* |
| 2 |  |  |  |  |  |  |

## Publication\*

|  |  |  |
| --- | --- | --- |
| **No** | **Type of Publications** | **Publication Tag** |
| 1 | *article, chapter in a book etc.* | *Surname, Initial.(Publication Year).Title of the Publication. Journal, Volume, Page no.* |
| 2 |  |  |

## Scientific Event\*

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Scientific Event** | **Contribution** | **Explanation** |
| 1 |  | *Organizer, poster presentation, talk, etc.* | *Please provide information about poster presentation, talk etc. and specify the related R&D activity*  |
| 2 |  |  |  |

\*Attach the publications (articles, posters, speech etc.) of the project as an annex to the annual report. In accordance with the TÜBİTAK Research and Publication Ethics Board Regulation, to specify TÜBİTAK support in presentations and publications is mandatory.

# Personnel

## Laboratory’s Personnel\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Name-Surname** | **TR Identity/Passport No** | **Role\*\*** | **Title** | **Education** | **TR\*\*\*** | **Job Start Date** |
| 1 | *Alphabetically* |  |  |  |  |[ ]   |
| 2 |  |  |  |  |  |[ ]   |
| 3 |  |  |  |  |  |[ ]   |
| 4 |  |  |  |  |  |[ ]   |
| 5 |  |  |  |  |  |[ ]   |
| 6 |  |  |  |  |  |[ ]   |
| 7 |  |  |  |  |  |[ ]   |
| 8 |  |  |  |  |  |[ ]   |
| 9 |  |  |  |  |  |[ ]   |
| 10 |  |  |  |  |  |[ ]   |
| 11 |  |  |  |  |  |[ ]   |
| 12 |  |  |  |  |  |[ ]   |
| 13 |  |  |  |  |  |[ ]   |
| 14 |  |  |  |  |  |[ ]   |
| 15 |  |  |  |  |  |[ ]   |
| 16 |  |  |  |  |  |[ ]   |
| 17 |  |  |  |  |  |[ ]   |

\* Please attach updated CVs of all personnel to the appendices.

\*\* Write the task (R&D Laboratory Manager, Project Coordinator, Researcher) of the relevant R&D personnel specified in the application principles.

\*\*\* Please tick if the personnel is Turkish Citizen.

## Foreign Personnel Hired by the R&D Laboratory

*Explain the activities carried out by specifying the work packages in which the staff of the main organization working temporarily in the R&D Laboratory during the period took part in the term.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name Surname** | **Task \*** | **Title** | **Education** | **Work Packages** | **Time** | **Activities** |
| *Alphabetically* |  |  | *B.Sc / M.Sc. /PhD* |  |  | *Activities carried out* |
|  |  |  |  |  |  |  |

**7.3 Foreign Staff to Provide Short-Term or Remote Support to the Laboratory**

*Describe the activities that the main institution personnel who provided short-term or remote support by specifying their work packages during the period.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name Surname** | **Title** | **Education** | **Work Packages** | **Support Type** | **Time (Month)** | **Activities** |
| *Alphabetically* |  | *B.Sc. / M.Sc. /PhD* |  | *Remote / Local short term* |  | *Activities carried out* |
|  |  |  |  |  |  |  |

## 7.4 Laboratory Staff Assigned to Abroad Units of the Organization\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Surname** | **Assignment Start Date** | **Assignment End Date** | **Total Duration (Month)** |
| *Alphabetically* | *DD / MM / YYYY* | *DD / MM / YYYY* |  |
|  |  |  |  |

\* In accordance with the article 8.23 ​​of the Project Agreement, the approval of the executive committee is required for assignments longer than 6 months before the assignment.

**7.5 Turkish Citizen Personnel Hired from Abroad**

*If any, indicate Turkish citizen(s) hired from abroad to work in the supported laboratory.*

**7.6 Turkish Laboratory Personnel with PhD Degree**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **January** | **February** | **March** | **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** | **December** |
| **Name/Surname** |  PhD | Turkish | PhD | Turkish | PhD | Turkish | PhD | Turkish | PhD | Turkish | PhD | Turkish | PhD | Turkish | PhD | Turkish | PhD | Turkish | PhD | Turkish | PhD | Turkish | PhD | Turkish |
| *Alphabetically* |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
|  **Rate (%)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Please indicate the months in which the Turkish nationals and doctoral staff worked in the laboratory in the table above. Indicate the rates for each month. If the rate of doctoral staff is less than 1/3 and the period covered by the periodic activity report is more than 4 months, if this requirement is not met and / or the number of Turkish National Staff is less than 50% during the period covered by the periodic activity report, the organization should present its plan in the next period, which includes what it will do in the next period to meet this requirement.

**8 Domestic/Foreign Grants for the R&D Laboratory**

*Provide information on the projects of the R&D Laboratory granted by other domestic / foreign programs, institutions or organizations.*

# 9 Consultancy and Education Expenses

**9.1 Contribution of Consultancy and Education Expenses**

*If**expenditures were made within the scope of consultancy and education expenses during the period, the contribution of the relevant expense item to the project activities should be stated. The consultancy contract should be attached to the appendices.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Institutions / Person** | **Type** | **Explanation** | **Contribution** |
|  | *Domestic / Abroad* |  |  |
|  |  |  |  |

**9.2 Internalizing Consulting and Training Expenses**

*Please indicate the plan for the internalization of consultancy and trainings received during the period.*

**10 R&D Laboratories' Expenses out of the Grant Coverage**

*Provide information on the expenditures covered by the Parent and the Institution for the R&D Laboratory activities carried out during the period.*

|  |  |  |
| --- | --- | --- |
|  **Expense Item** | **Explanation** | **Total (TL)** |
|  |  |  |
|  |  |  |

**11 Change Notifications**

## *If there is a change in the budget or personnel in the target or scope specified in the project proposal and / or action plan, information should be provided. The changes presented in previous periods should not be included under the titles mentioned below. However, future changes should be reported.*

## 11.1 Support Coverage Change:

## *The activities to be carried out within the scope of work packages and changes in the plan should be given here.*

## 11.2Personnel Change:

## *Personnel recruited and left during the period should be specified. The CV of new personnel should be added to the appendix.*

## 11.3 Consultancy and Education Expenses Change:

## 11.4 Work Package Change:

*Excluding changes in the scope of work packages, duration, personnel, etc. changes should be included here.*

**12 Statement of Expense**

[ ]  There is a declaration of expenditure for this period.

[ ]  There is no declaration of expenditure for this period.

# 13 Financial Reports (Expenses Forms)

*Each organization must fill in the financial report (expense forms) published on the 1515 Program page and submit it together with the annual report after Sworn-in Certified Public Accountant Report approval, in accordance with the principle of practice and financial report preparation guide.*

**14 Sworn-in Certified Public Accountant Report**

*Each organization has to submit the SCPA Report (Sworn-in Certified Public Accountant R&D laboratory expenditure assessment and certification report-AGY515) prepared in accordance with the principle of practice and financial report preparation guide.*

# 15 Appendices

*Submit documents (CVs, publications, etc.) supporting the activity plan in this section.*