

	VR LAB PROJECT WORKFLOW PROCESS	Doküman No	FRM-0001
		Yayın Tarihi	27.11.2024
		Revizyon Tarihi	-
		Revizyon No	-
		Son Gözden Geçirme Tarihi	-

1. Application Stage

1. **The Project Owner** / Team fills out the “VR Lab Project Application Form” to use the VR Lab.
2. Applications must be submitted at least 15 business days before the planned VR Lab usage date.
3. The application form is sent to vrlab@cag.edu.tr.

2. Preliminary Review Stage

1. The application form is formally reviewed by the VR Lab team..
2. If there is missing information or documents, the applicant is notified.
3. If the missing information is not completed, the application will not be evaluated.

3. Evaluation Stage

1. Applications deemed suitable are evaluated by the VR Lab coordinator.
2. The following criteria are considered during evaluation:
 - Compatibility of the project with the VR Lab infrastructure
 - Usage duration and resource planning
 - Innovative aspects and academic contribution

4. Approval, Reservation, and Implementation

1. For approved projects, a usage schedule and equipment reservation are made.
2. The applicant is notified of approval in writing.
3. Approved users accept the VR Lab Usage Terms by signing the Project Application Form and gain the authorization to use the lab..
4. During the project, users utilize the lab equipment as planned.

5. Closing and Reporting

1. Upon completion of the project, the user submits a short Project Closing Report including:
 - Work carried out
 - Results achieved
 - Visual/digital outputs
2. The VR Lab team evaluates the project and handles equipment return and inspection.
3. The project file is marked as “completed” and archived.

Hazırlayan	Kontrol	Onay