

Reporting guidelines for the grant holders

The reporting assists in monitoring the progress of the research in order to provide:

- guidance to the scientific supervisor as well as the board and the secretary of the Foundation when following the project;
- warnings to the grant holder when significant difficulties or deviations to the objectives of the research plan are observed;
- information for the communication and submission of the results and interesting information evolving from the research;
- final assessment of the results of the research period.

The reporting consists of

1. Periodic report, which shall be submitted of every 6-month-period when the grant duration is 12 months or longer (*i.e.* not applied for short grant periods).
2. Final report, which shall be submitted at the end of the grant period.
3. Additional reporting as necessary. The grant holder should keep the scientific supervisor well informed of the progress of the work and in particular of all the problems and difficulties arising during the grant period. If needed, the secretary of the Foundation can also be consulted.

Details of the Reporting

- The periodic and final report should be submitted within a month after the end of the reporting period (*e.g.* the first periodic report should be submitted during the month seven of the grant period).
- The reports should be submitted to the scientific supervisor and to the secretary of the Foundation.
- The reports should be submitted in electronic format (Email, CD-Rom), unless something else has been agreed upon with the secretary of the Foundation.
- The reports should approximately follow the format of the model report provided in these guidelines. Other reporting models may also be applied, but should be agreed upon in advance with the secretary of the Foundation.
- The reports should be written in clear, understandable and concise manner and they should not exceed the recommended length.

Model Report

Name of the grant holder	
Title of the research plan	
Duration of the grant	
Reporting period	
Type of report (periodic/final)	

1. GENERAL PROGRESS OF THE PROJECT

- a) It is running as originally planned
- b) Some minor modifications are needed
- c) Major modifications are needed

If you answered b) or c) please include a description of the research problems encountered, deviations and/or modifications to the project during the reporting period.

2. BRIEF SUMMARY OF WORK PERFORMED AND RESULTS

Max length in the periodic report one A4-page and in the final report five A4-pages.

3. PARTICIPATION IN CONFERENCES AND OTHER SCIENTIFIC EVENTS

4. PUBLICATIONS

5. LECTURES AND TRAINING COURSES

6. OTHER OUTCOMES

E.g. patents, prizes and awards, articles in newspapers and magazines

In final report only:

7. GRANT HOLDERS ASSESSMENT OF THE SUCCESS OF THE PROJECT

Max length one A4-page.

8. ASSESSMENT BY THE SCIENTIST IN CHARGE ON THE GRANT HOLDER'S WORK DURING THE GRANT PERIOD

Max length one A4-page.

9. PUBLISHABLE SUMMARY OF WORK PERFORMED AND RESULTS

This shall include the most important scientific achievements made. Please write clearly and concisely, and make it understandable for the general public. Max length half A4-page.