

GUIDELINES FOR FINAL REPORTS ON FWF-FUNDED PROJECTS

The full report must be submitted via email in Word or PDF format to

martina.kunzmann@fwf.ac.at. Guidelines and forms for the final report can be downloaded from the FWF web site:

DOCX file:

http://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/Einzelprojekte/p_endberichtsvorgaben.docx

PDF file:

http://www.fwf.ac.at/fileadmin/files/Dokumente/Antragstellung/Einzelprojekte/p_endberichtsvorgaben.pdf

Part I of the project report (project summaries in German and English) is intended for members of the interested public and should be presented in a manner which is intelligible to non-expert audiences.

- Target group: **general public**

Parts II and III are addressed to reviewers and must be submitted in the language of the original application. The basic data from Part III will also be recorded by the FWF for statistical purposes.

Part II

- Target group: **peer reviewers**
- **To be written in the language of the original application**
- **Length:** not to exceed 16,000 characters (without spaces, approx. 6 pages) in total; please mention each point (all together on 4 pages minimum, 11 pt font, line spacing 1.5, **no attachments apart from those mentioned in section III**)
- Please address all applicable points.

Part III

- Target group: **peer reviewers and FWF**
- Data from **Part III** will be recorded by the FWF for statistical purposes.

Part IV provides an opportunity to report on interactions with the FWF's administrative staff during the course of the project.

- Target group: **FWF**

STAND-ALONE PROJECT

FINAL REPORT

Project number

Project title¹

Project leader

Project website²

¹ Short title in English and German language

² Projects that started after January 1, 2009 are encouraged to have a website.

I. Summary for public relations work

The project's most significant results (scientific advances) from the project leader's point of view should be presented on a single page (DIN A4, 11 pt font, line spacing 1.5) in a way that is comprehensible to the general public. In this text, it is important to use as few technical terms as possible in order to ensure that the text is interesting and understandable to people not familiar with the field. The main point should be mentioned at the very start of the summary. Please keep descriptions of the issues addressed and results obtained short and succinct. Possible applications to or implications for social, cultural, ecological, medical, economic or technological areas should also be mentioned briefly.

The summary should be submitted both in **German** and in **English**. The summaries will be made available via the FWF's project database. The FWF will not edit the summaries, meaning that the authors bear full responsibility for the content of these texts.

1. Zusammenfassung für die Öffentlichkeitsarbeit

2. Summary for public relations work

II. Brief project report

- **To be written in the language of the original application**
- Target group: **peer reviewers**
- **Length:** not to exceed 16,000 characters (without spaces, approx. 6 pages) in total; please mention each point (all together on 4 pages minimum, 11 pt font, line spacing 1.5, **no attachments apart from those mentioned in section III**)

1. Report on research work

1.1 *Information on the development of the research project*

- Overall scientific concept and goals;
- Was there a fundamental change in research orientation between the start and the end of the project? If so, what form did the change take, and what effect did it have on the work?

1.2 *Most important results and brief description of their significance (main points) with regard to the following:*

- Contribution to the advancement of the field (e.g. did the results contribute to increasing the importance of the field? In what way?);
- Breaking of new scientific / scholarly ground (to what extent and in what respects?);
- Most important hypotheses / research questions developed (what relevance did the project have for the development of hypotheses / research questions, e.g. were new hypotheses / research questions developed or old hypotheses disproved?);
- Development of new methods;
- Relevance for other (related) areas of science (transdisciplinary issues and methods).

1.3 *Information on the execution of the project, use of available funds and (where appropriate) any changes to the original project plan relating to the following:*

- Duration;
- Use of personnel;
- Major items of equipment purchased;
- Other significant deviations.¹

2. Personnel development – Importance of the project for the research careers of those involved (including the project leader)

- Brief comments on the project's effects on the research careers of all project members, including special qualifications and special possibilities / opportunities opened up by the project.

¹ The decision as to what should be regarded as a "significant deviation" is the responsibility of the project leader. As a guideline, any deviation of more than 25% from the original financial plan or work schedule should be accounted for.

3. Effects of the project beyond the scientific field

- Brief comments on specific effects beyond the research field, including activities outside the sphere of academia.

4. Other important aspects (examples)

- Project-related participation in national and international scientific / scholarly conferences, list of most important lectures held;
- Organisation of symposiums and conferences;
- Prizes/awards;
- Any other aspects.

III. Attachments

(lists may be as long as required)

1. Scholarly / scientific publications

Publications may only be listed if they relate directly to the project. **Up to three of the most important publications** should be highlighted as such (e.g. printed in bold letters).

Please note: In accordance with the guidelines of the FWF concerning Open Access, with the submission of the final report, **all peer-reviewed publications that resulted from the project have to be made openly accessible** (see: <http://www.fwf.ac.at/en/research-funding/open-access-policy/>). Exceptions to this rule, e.g., if a publication organ explicitly does not permit Open Access, must be proven. For projects funded after 1 January 2015, no exceptions are possible.

In the interest of the project continuation, it is requested to provide the activation within this period. For inquiries relating to the refund of publication costs please contact Katharina Rieck via: publikationskosten@fwf.ac.at. Please note that funding for publication costs can be requested (under the original project number) for up to three years following completion of a project.

Please indicate at the end of every peer-review publication (in brackets) the Open Access (OA) type as following:

- Gold OA = published in Open Access Journal, with or without an author fee (see register of all Open Access Journals <http://www.doaj.org/>)
- Hybrid OA = published in a subscription journal but Open Access by an author fee (see http://en.wikipedia.org/wiki/Hybrid_open_access_journal)
- Green OA = self-archived electronic copy of the final "accepted manuscript" which might include an embargo period (see: <http://www.fwf.ac.at/en/research-funding/open-access-policy/>)
- Other OA = any other type of Open Access
- No OA = not published Open Access

1.1 **Peer-reviewed publications / already published** (journals, monographs, anthologies, contributions to anthologies, proceedings, research data, etc.)

Citations should be provided in a **commonly used format**. For each work, the publication list **must mention the following**:

- Author(s)
- Title
- Journal
- Issue
- Year
- Pages
- DOI or ISBN (for books)
- If Open Access: URL
- Open Access (OA) Type

1.2 **Non peer-reviewed publications / already published** (journals, monographs, anthologies, contributions to anthologies, research reports, working papers / preprints, proceedings, research data, etc.)

Citations should be provided in a **commonly used format**. For each work, the publication list **must mention the following**:

- Author(s)
- Title
- Journal
- Issue
- Year
- Pages
- DOI or ISBN or URL / if applicable
- Open Access / if applicable
- Open Access (OA) Type

1.3 Planned publications

(journals, monographs, anthologies, contributions to anthologies, proceedings, research data, etc.)

Author(s)			
Title			
Sources			
URL (if applicable)			
Peer Review	yes <input type="checkbox"/>	no <input type="checkbox"/>	
Status	in press/accepted <input type="checkbox"/>	submitted <input type="checkbox"/>	in preparation <input type="checkbox"/>

2. Most important academic awards

(Specific academic awards, honours, prizes, medals or other merits)

Name of award	n=national / i=international

3. Information on results relevant to commercial applications

- Type of commercial application:
 1. Patent
 2. Licensing
 3. Copyrights (e.g. for software; no publications)
 4. Others

Type of commercial application	
Subject / title of the invention / discovery	
Short description of the invention / discovery	
Year	
Status	granted <input type="checkbox"/> pending <input type="checkbox"/>
Application reference (or patent number)	

4. Publications for the general public and other publications

(Absolute figures, separate reporting of national / international publications)

- Type of dissemination activities:
 1. Self-authored publications on the World Wide Web
 2. Editorial contributions in the media (print, radio, TV, www, etc.)
 3. (Participatory) contributions within science communication
 4. Popular science contributions (books, lectures, exhibitions, films, etc.)

	national	International
Self-authored publications on the www		
Editorial contributions in the media		
(Participatory) contributions within science communication		
Popular science contributions		

5. Development of collaborations

Indication of the most important collaborations (no more than 5) that took place (i.e. were initiated or continued) in the course of the project. Please provide the name of the collaboration partner (name, title, institution) and a few words about the scientific content. Please **categorise** each collaboration arrangement as follows:

N				Nationality of collaboration partner (please use the ISO-3-letter country code)
	G			Gender F (female) M (male)
		E		Extent E1 low (e.g. no joint publications, but mention in acknowledgements or similar); E2 medium (collaboration e.g. with occasional joint publications, exchange of materials or similar, but no longer-term exchange of personnel); E3 high (extensive collaboration with mutual hosting of group members for research stays, regular joint publications, etc.)
			D	Discipline W within the discipline (within the same scientific field) I interdisciplinary (involving two or more disciplines) T transdisciplinary (collaborations outside the sciences)

N	G	E	D	Name	Institution

Note: General scientific contact and occasional meetings should not be considered collaborations for the purposes of this report.

6. Development of human resources in the course of the project

(Absolute figures with an indication of status (in progress / completed))

Note: It is not possible to assign a *venia* thesis / work (*Habilitation*) to a single project; here it is necessary to mention those *venia* theses for which the project was important. A similar caveat applies to Ph.D. and diploma theses: The FWF does not support thesis work, but instead funds the scientific work that forms the basis for such theses.

	In progress	Completed	Gender	
			f	m
Full professorship				
<i>Venia</i> thesis (<i>Habilitation</i>) / Equivalent senior scientist qualification				
Postdoc				
Ph.D. theses				
Master's theses				
Diploma theses				
Bachelor's theses				

7. Applications for follow-up projects

(Please indicate the status of each project and the funding organisation)

7.1 Applications for follow-up projects (FWF projects)

Please indicate the project type (e.g. stand-alone project, SFB, DK, etc.)

Project number (if applicable)			
Project type			
Title / subject			
Status	granted <input type="checkbox"/>	pending <input type="checkbox"/>	in preparation <input type="checkbox"/>
Application reference (if a patent is applied)			

7.2 Applications for follow-up projects (Other national projects)

(e.g. FFG, CD Laboratory, K-plus centres, funding from the Austrian central bank [OeNB], Austrian federal government, provincial agencies, provincial government or similar sources)

Funding agency	Please choose an item: Wählen Sie ein Element aus.		
Other national funding agencies			
Project number (if applicable)			
Project type			
Title / subject			
Status	granted <input type="checkbox"/>	pending <input type="checkbox"/>	in preparation <input type="checkbox"/>
Total costs (granted)			

7.3 Applications for follow-up projects (international projects) (e.g. EU, ERC, or other international funding agencies)

Country			
Funding agency	Please choose an item: Wählen Sie ein Element aus.		
Project number (if applicable)			
Project type			
Title / subject			
Status	granted <input type="checkbox"/>	pending <input type="checkbox"/>	in preparation <input type="checkbox"/>
Total costs (granted)			

IV. Cooperation with the FWF

Please rate the following aspects with regard to your interaction with the FWF. Please provide any **additional comments (explanations)** on the supplementary sheet with a reference to the corresponding question/aspect.

Scale:

- 2 highly unsatisfactory
- 1 unsatisfactory
- 0 appropriate
- +1 satisfactory
- +2 highly satisfactory
- X not used

Rules

(i.e. guidelines for: funding programme, application, use of resources, reports)

Rating

Application guidelines	Length	
	Clarity	
	Intelligibility	

Procedures (submission, review, decision)

	Advising	
	Duration of procedure	
	Transparency	

Project support

Advising	Availability	
	Level of detail	
	Intelligibility	

Financial transactions (credit transfers, equipment purchases, personnel management)	
--	--

Reporting / review / exploitation

	Effort	
	Transparency	
	Support in PR work / exploitation	

Comments on cooperation/interaction with the FWF:

