

# Template

## for a Final Report under the Collaborative Research Centres Programme (including CRC/Transregio)



Disclaimer: The English translation of this document is provided for informational purposes. In the event of a discrepancy between the English and the German versions, the German text takes precedence.

**Deutsche Forschungsgemeinschaft**

Kennedyallee 40 · 53175 Bonn, Germany · Postal address: 53170 Bonn, Germany  
Tel.: + 49 228 885-1 · Fax: + 49 228 885-2777 · [postmaster@dfg.de](mailto:postmaster@dfg.de) · [www.dfg.de](http://www.dfg.de)

## Preliminary Note

Collaborative Research Centres are long-term research institutions at universities, designed to last up to 12 years, in which researchers collaborate on an interdisciplinary programme of research. They enable innovative, demanding, elaborate and long-term research projects to be undertaken by coordinating and concentrating people and resources at the applicant universities. Collaborative Research Centres involve numerous projects.

All grant recipients are required to submit a final report at the end of the project. In this way, they enable the DFG to perform an audit of the use of funds in accordance with the programme guidelines and report on the results of the funding to its funding bodies. The report also serves to assess the success of funding and provides a basis for evaluating funding programmes. It should take stock of the main research results and the structural impact of the CRC. In principle, reports must cover the entire funding period, even if individual project phases have already been reported on in connection with renewal proposals. The report must be understandable without referring to additional literature. The text of the report is the sole basis for evaluation.

## Deadline, Form and Scope

The final report must be submitted to the DFG within three months of the end of the funding period.

The final report comprises a public part (sections 1-5; maximum 30 pages in total) and a non-public part (sections 6-8; maximum 130 pages in total). The report as a whole should not exceed 160 pages. Sections 1-5 can be published by the authors of the report in a suitable repository of their choice on a voluntary basis. The DFG welcomes publication and provides report authors with detailed publication instructions once the report has been approved. See here for details:

[www.dfg.de/final\\_reports\\_publication](http://www.dfg.de/final_reports_publication)

The aim in publishing the report is to make the most important (scientific) results arrived at in the Collaborative Research Centre freely available to the subject-specialist communities and the public outside the usual publication channels. The non-public part of the report (sections 6-8) is intended solely for the reviewers and the DFG's Head Office and statutory bodies.

The entire final report must be submitted as one PDF file on a USB stick to the responsible programme officer in the Collaborative Research Centres Division and must not be password protected or contain access restrictions to the electronic documents. It can be submitted via the

DFG's file exchange portal or a secure download portal operated by your university. It is to be written in English or in German (whichever was used for the last proposal), in A4 format, Arial 11 point, line spacing 1.5.

## **Final Report in the Case of Non-12-Year Funding**

Collaborative Research Centres that do not reach the maximum 12-year funding period submit a reduced final report three months after the end of completion funding. The reduced final report comprises sections 1-6 and 8. Any further reporting obligation is deemed fulfilled based on the report sections submitted in connection with the renewal proposal.

## **Process**

The entire report undergoes a formal check by the DFG Head Office, and is then externally reviewed and submitted along with the result of the review to the Senate Committee on Collaborative Research Centres as the responsible body of the DFG. If the report is accepted, feedback is sent to the spokesperson and the applicant university/universities with detailed instructions on how to publish the public part (sections 1-5) of the report. Comments from the review are also shared.

Sections 1 (Summary) and 2 (Published Results) of the final report are also made available on the internet by the DFG via the GEPRIS information system. It is possible to object to the publication of extracts in GEPRIS by submitting a written statement to the responsible programme officer in the Collaborative Research Centres Division along with the final report.

## **Data Protection**

If you will be transmitting the personal data of third parties as part of your final report, you ensure that doing so is in compliance with data protection laws. Please note the DFG's Data Protection Notice for Research Funding, which you can access at [www.dfg.de/privacy\\_policy](http://www.dfg.de/privacy_policy). Where appropriate, please also forward this information to those persons whose data will be processed by the DFG because of their involvement in your project.

[www.dfg.de/privacy\\_policy](http://www.dfg.de/privacy_policy)

## Template

The following template is intended to support you in preparing the final report. Sections printed in black provide the structure of the report, while passages printed in grey provide additional information. When compiling the report, please replace grey passages with text. When compiling the information, feel free to use the data available to you from the DFG's annual survey (monitoring).

## <Public part>

<This section is intended for reviewers and the DFG's Head Office and statutory bodies. It may be published by the authors of the report on a voluntary basis, however.>

## <cover page>

### **FINAL REPORT**

DFG reference number: <Your DFG reference number>

Project number: <Multiple-digit number that you will find in the letter of approval and also in the GEPRIS entry for the CFC>

Title of the Collaborative Research Centre:

Applicant university/universities:

Name of the spokesperson:

Official address of the spokesperson:

Reporting period (entire funding period):

## 1 Summary

<Provide a generally understandable summary in German and English (maximum 3,000 characters each) in which you present the topic and describe the relevance of the CRC's findings to the interested public.>

## 2 Published Results

<List here the 50 most important published results that have emerged from the work of the Collaborative Research Centre over its total duration. Only papers that are directly related to the content of the funded projects are to be listed. Please include the DOI (Digital Object Identifier), ISBN or other persistent identification number wherever possible. If this is not available, please provide the direct link. If the medium permits, publications must contain a reference to DFG funding and the project number. Structure the published results as follows:>

### 2.1 Publications with scientific quality assurance

<In this category please enter articles in peer-reviewed journals, peer-reviewed contributions to conferences or anthology volumes, and book publications. Open access publications should be designated accordingly.>

### 2.2 Other publications and published results

<Here you can cite any other form of published research results and findings. This might include non-peer-reviewed articles on preprint servers and contributions to conferences or anthology volumes, data sets, protocols of clinical trials, software packages, patents applied for and granted or blog contributions. You may also indicate other forms of academic output here, such as contributions to the (technical) infrastructure of an academic community and contributions to science communication.>

## 3 Overview of Projects

<In table format, list all projects ever funded within the CRC. Provide the project code, title, research area, principal investigator(s) and their affiliation, as well as duration.>

## 4 Research Achievements of the CRC

<Describe in context what significant scientific progress has been achieved by the Collaborative Research Centre as a whole:

- What medium and long-term goals did the Collaborative Research Centre set itself at the beginning of the funding period?
- Which of these scientific goals have been achieved? What are the main new issues to have emerged?
- What changes were made to the original concept?
- What new insights were specifically achieved through the collaboration of different subject disciplines?
- How has the research field developed overall over the course of the CRC and what was its role in this?

Describe activities and approaches to quality-enhancing measures through which the validity or verifiability of your research results was ensured.

Please describe the handling of research data that is generated or processed within the consortium and the development/use of data infrastructures. In particular, describe research data, methods, standards, software or infrastructures that can be used by third parties, including details of how they are made available and how they can be accessed.

#### **4.1 Scientific Event and Science Communication**

<In table format, please list the most important external scientific events hosted by or with the CRC. Provide details on the topic, date and location, as well as the most important guests of each event.

What science communication measures have been implemented for the interested public? Describe their resonance with target communities and the university's internal communications.>

#### **4.2 National and international collaboration**

<List essential collaborations with research partners in Germany and abroad. List only collaborations that exceed individual contact.>

### **5 Impact on Research Priorities and International Visibility**

<Discuss the impact the CRC has had on the setting of research priorities at the host institution(s). To what extent did the CRC raise the international visibility and significance of the host institution(s) within the field of research? What measures were taken to promote awareness of the academic achievements accomplished by the CRC? In what form were results presented internationally?>

## <Non-public part>

<This section is only intended for reviewers and the DFG’s Head Office and statutory bodies. It is not intended for publication.>

### 6 Structural Impact of the Collaborative Research Centre

<The following points refer to the development of the applicant university. CRC/Transregios discuss all aspects – where necessary – for each applicant university.>

#### 6.1 Staffing

<Outline the hiring policies of all applicant and participating institutions in this field of research and at relevant institutes. Were any (new) chairs or junior research groups implemented or abolished? Was the CRC’s staffing expanded or reduced over the total duration of the grant?

In table format and sorted according to funding period, please provide information on researchers attracted to the institution. Provide information on type of employment (junior group leader, junior professor, W2/C3, W3/C4...) and sex.>

#### 6.2 Researchers in early career phases

<Which forms of mentoring and support have you found beneficial to researchers in early career phases and why? Where applicable, which experiences were made with Integrated Research Training Groups?

<Please summarise in a table information on the contractual employment duration of all research staff members employed in the last funding period at the Collaborative Research Centre (do not add up terms, but rather list by duration of individual contracts).>

Duration of contract	Number of researchers in total	Doctoral researchers and comparable		Postdoctoral researchers and comparable	
		male	female	male	female
Up to 12 months					
Up to 24 months					
Up to 36 months					
Up to 48 months					



In table format, list all doctoral degree completions sorted according to funding period, institution and sex.

How did the CRC affect the teaching portfolio within the institution(s)?>

### **6.3 Equal opportunities and work-life balance**

<What measures were taken to ensure equal opportunity and work-life balance? What results were obtained?>

### **6.4 Research infrastructure**

<Did the CRC require investing in major research equipment or buildings? What technical/methodical platforms were introduced to ensure sustainability of the research findings gathered?>

### **6.5 Knowledge transfer**

<What steps were taken to transfer research findings to industry, business or society? Did research lead to the foundation of spin-off companies or long-term collaboration with business or non-academic partners (e.g. museums, schools, government bodies)?>

### **6.6 Internal collaboration and management**

<Please outline and critically evaluate means of collaboration and academic exchange within the CRC. If applicable, how and in what form did the CRC collaborate with non-university institutions? How did the internal management of the CRC evolve over its total duration?> What challenges had to be overcome in terms of organisation?>

## **7 Individual Project Reports for the Final Funding Period**

<Report on all projects pursued during the last funding period, in each case using the template for completed projects contained in the “Proposal Template for the Continuation of a Collaborative Research Centre” (DFG form 60.200).>

[www.dfg.de/formulare/60\\_200](http://www.dfg.de/formulare/60_200)

## **8 Comments on the CRC Programme**

<Are there any comments that you would like to make with regard to the application procedure or the CRC programme itself? Your feedback is highly valuable to DFG reviewers, the DFG Head Office and the DFG decision bodies and in further developing the CRC programme.>