

# Template

## for Final and Interim Reports under Infrastructure Funding: Programmes for Scientific Library Services and Information Systems (LIS)



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.

## Preliminary Note

The infrastructure funding programmes for Scientific Library Services and Information Systems aim to establish efficient information systems with cross-regional outreach. Each programme pursues a specific strategic objective.

All grant recipients are required to submit a final report at the end of the project. Interim reports can be an obligatory component of a renewal proposal or a condition for a grant (depending on the requirements of the funding programme); they are the foundation reviewers base their assessment of projects on. Final and interim reports should be based on the project proposal submitted and provide information on the status of the project, the work steps carried out in the course of the project, the results obtained and characteristic features as well as plans for further work where applicable. In this way, final reports in particular 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. In principle, final reports must cover the entire funding period of a project, even if individual project phases have already been reported on in connection with renewal proposals. The reporting period for interim reports includes the previous funding period unless otherwise specified in the programme documents or requirements arising from the review. If there are several applicants, a joint report is to be submitted. 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

Final reports must be submitted to the DFG within three months of the end of the funding period; interim reports must be submitted with the renewal proposal or by the deadlines stated in the award letters.

Final and interim reports follow the same structure. They comprise a public part (sections 1-4) and a non-public part (section 5 and 6 with annexes). Sections 1-4 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 of publishing the report is to make the (scientific) results arrived at in the project freely available to the subject-specialist communities and the public outside the usual publication channels. The non-public part of the report (sections 5 and 6 with annexes) is only intended for reviewers and the DFG's Head Office and statutory bodies.

The final or interim report must be submitted as a PDF file via the elan portal and there must be no password protection or access restrictions for the purpose of reading, copying and printing.

[elan.dfg.de](http://elan.dfg.de)

It is to be written in German or in English (whichever was used for the proposal), in A4 format, Arial 11 point, line spacing 1.5.

Length:

- The entire report (sections 1-5) should not exceed 15 pages,
- The public part of the report (sections 1-4) should not exceed 10 pages.

## Process

The entire final or interim report undergoes a formal check by the DFG Head Office and is then externally reviewed. If the final report is accepted, feedback is sent to the report authors with detailed instructions on how to publish the public part (sections 1-4) of the report. Comments from the review are also shared.

Sections 2 (summary) and 4 (publicly accessible project 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 this publication of extracts in GEPRIS by submitting a written statement or e-mail to the department responsible along with the final report.

## Data Protection

If you will be transmitting the personal data of third parties as part of your final or interim report, you ensure that doing so is in compliance with relevant data protection laws.

Please note the DFG's Data Protection Notice on research funding, which can be viewed and downloaded at [www.dfg.de/privacy\\_policy](http://www.dfg.de/privacy_policy). If necessary, please also forward this information to those individuals whose data will be processed by the DFG due to 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 or interim report. The sections printed in black provide the structure of the report, while sections in grey provide explanations and placeholders for the information required.

<PUBLIC PART>

<FILE>

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

## FINAL REPORT or INTERIM REPORT

### 1 General information

DFG reference number: <Your DFG reference number>

Project number: <You will find this in the letter of approval.>

Project title:

Name(s) of the applicant(s):

Official address(es):

Name(s) of the co-applicants:

Name(s) of the cooperation partners:

Reporting period (entire funding period):

## 2 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 project's findings to the interested public.>

## 3 Progress Report

<Address the following points in your report as applicable:

- Background and objectives of the project
- Work steps during the reporting period, including deviations from the original plan and any organisational or technical problems
- Experience regarding methods employed and reuse options
- Comments on the compatibility of the structures developed with national and international infrastructures
- Hits: Are the project results generated to date already available to users, and are they already available for reuse by third parties? If so, at which internet address? Are access frequency and usage intensity being measured? If so, what are the findings?
- Public relations: Has the project been publicised in a scientific journal or elsewhere (national newspapers, workshops, etc.), or in other media?

## 4 Publicly Accessible Project Results

<List here the main results that have emerged directly from the project and are in the public domain; include the DOI (Digital Object Identifier), URN (Uniform Resource Name) or another 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 (e.g. by means of a funding acknowledgement) and the project number. Structure the publications as follows:>

#### **4.1 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 (see also DFG form 1.91). Open access publications should be designated accordingly.>

#### **4.2 Other publications and published results**

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

**<NON-PUBLIC PART>****5 Further Information on the Project**

<The following two sections are intended for reviewers and the DFG's Head Office and statutory bodies; they are not intended for publication.>

<Address the following points in your report:

- Information about the long-term continuation of the services developed in the project or the sustainable safeguarding of the project results and
- plans for the continuation of the work, where applicable
- Who has contributed to the project results (partners in Germany and abroad, project staff, etc.)?
- Comments on the applicant's own financial contribution: is the financial contribution to the project made by the applicant or the applicant's institution in line with the calculation on which the proposal is based? If not, please indicate how and by when this contribution will be made up for.
- To what extent have the results of the project been accepted by the community addressed? Where applicable, please explain your assessment by providing information on the frequency and intensity of the use/reuse of project results.
- Has there been any response to the publicity for the project (e.g. requests for reuse, cooperation requests, requests from users – especially researchers, an increase in usage rates, etc.)?
- How do you evaluate the success of the project based on the criteria you defined for yourself? Where applicable, please explain why it was not possible to achieve the objectives originally set.>

**6 Annexes with Programme-Specific Information**

<Please attach the completed data sheet for final reports if your original proposal was submitted under one of the funding programmes named below:

- Specialised Information Services for Science, data sheet [here](#)
- Digitisation and Indexing, data sheet [here](#)
- Infrastructures for Scientific Publishing, data sheet [here](#).>