Template

for a Final Report under the Individual Grants Programme: Research Grants Programme

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.

DFG

Preliminary Note

A Research Grant enables implementation of a research project which is specifically limited in terms of topic and period. 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. In principle, 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. If there are several applicants, a joint report is to be submitted. Please note that in the case of an international bilateral/multilateral project (e.g. within the framework of Weave), the final report must cover the entire project (and not just the German part); in certain cases, different requirements may apply to the final report if instructions to this effect are included in the letter of approval. 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 1-4) and a non-public part (section 5). 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:

<div align="center">

www.dfg.de/final_reports_publication

</div>

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 (section 5) is intended solely for the reviewers and the DFG's Head Office and statutory bodies.

The final report must be submitted as a PDF file via the elan portal

<div align="center">

elan.dfg.de/en

</div>

without any password protection or access restrictions. 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 report undergoes a formal check by the DFG Head Office and is then externally reviewed. If the 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 (published 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 the publication of extracts in GEPRIS by submitting a written statement 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 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. 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

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.

\<PUBLIC PART\>

\<FILE\>

\<This section is only intended for reviewers and for 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

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):

DFG

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
- Description of the project-specific results and findings. Please refer to the contributions of all applicants as well as other persons involved, cooperation partners, etc. Results that are already generally accessible in published form can be briefly summarised with reference to the publication. Unpublished results are to be described in more detail.
- Deviations from the original concept; findings that contradict the initial hypothesis
- Activities and approaches to quality-enhancing measures through which the validity or verifiability of your research findings was ensured
- Description of the handling of research data generated in the project and the data infrastructures used, if any (use the following checklist as a guide: www.dfg.de/research_data/checklist)
- Description of any research data, methods, standards, software or infrastructures generated in the project that are re-usable and openly accessible to others
- Implementation of scientific events, science communication measures
- Bibliography (list of works you referred to in describing the scientific results generated by the project and putting these in context. This might include your own work and that of other researchers.)>

4   Published Project Results

<List here the main results that have emerged directly from the project and have been published; 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 (e.g. by means of a funding acknowledgement) and the project number. Structure the published project results as follows:

DFG

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 articles on preprint servers and non-peer-reviewed contributions to conferences or anthology volumes, data sets, protocols of clinical trials, software packages, blog posts, 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.>

4.3 Patents (applied for and granted)

\<NON-PUBLIC PART\>

5   Further information on the project, qualifications and outlook

\<This section is only intended for reviewers and for the DFG's Head Office and statutory bodies; it is <u>not intended for publication</u>.\>

\<Address the following points in your report:

- Description of the progress of the project, including any problems encountered in its organisation or implementation.
- Where applicable, potential follow-up studies or indication of potential applications, in particular with regard to knowledge transfer
- Qualification of researchers in early career phases in connection with the project (e.g. doctorates, post-doctoral lecturing qualifications, etc.). Use the table (5.1) to draw up a systematic list of the doctoral projects that were funded as part of the project.

5.1 Doctoral researchers involved:

Doctoral researchers	Gender (m/f/d)	Doctoral status (ongoing, finished, discontinued)	Start and (where applicable) finish of doctoral studies: MM/YYYY – MM/YYYY	Funding within the framework of the project MM/YYYY – MM/YYYY
Surname, first name				
Surname, first name				
…				

DFG