

## **II. Guidelines for Final Reports**

### **1. General information**

- DFG reference number
- Applicant
- Institute/department
- Topic of the project
- Period covered by the report, overall funding period
- List of the most important publications resulting from this project. Please structure this list as follows:

a) Articles which at the time of proposal submission have been published or officially accepted by publication outlets with scientific quality assurance, listed in standard format; book publications. For works that have been accepted for publication but not yet published, the manuscript must be submitted along with the publisher's acknowledgement of acceptance.

b) Other publications.

c) Patents, subdivided into pending and issued.

The number of publications listed under a) and b) may not exceed a certain maximum. This maximum is:

- For one grant recipient: two publications per year of project funding
- For multiple grant recipients: a total of three publications per year of project funding

### **2. Final progress report (maximum 10 pages of A4)**

- Project's initial questions and objectives.
- Project developments – including deviations from the original plan, failures, and problems encountered with project organization or technical execution.
- Presentation of results and discussion of the relevant research situation in this context, potential perspectives for application, and conceivable follow-up research.
- Statement on whether the results of the project are economically valuable and whether exploitation is already taking place or may be anticipated; if applicable, details regarding patents, industrial joint ventures, etc.
- Who has contributed to the results achieved by the project (national/international partners, project staff, etc.)?

- Qualification of young researchers in the context of your project (for example, first degree, doctorate, post-doctorate, etc.).

The report must be understandable without the need to consult additional literature. To illustrate and enhance your presentation you may refer to your own and others' publications. Make it clear whenever you are referring to other researchers' work and explain your own papers. Please list all cited publications at the end of the section. This reference list is not considered your list of publications. Any unpublished work must be included with the final report. However, note that reviewers are not required to read any of the works you cite. Reviews will be based only on the text of the actual report.

### **3. Summary (maximum 1 page of A4)**

- Presentation, in clearly understandable, everyday language of the key scientific findings and any potential applications.
- Any surprises encountered in the course of the project and in the results obtained.
- Reference to any articles published in the media reporting the success of the project.

### **4. Publication of data from final reports**

The DFG is entitled to publish the summary according to 3. on its websites, especially in the GEPRIS database, and to make reference to the publications listed as per 1. To be included, publications must meet the specifications set forth under 1. and credit the DFG for its financial support.

Upon request, a link to an online list of publications may be included in the database. This list of publications can be updated even after the report has been filed.

If you do not wish the summary to be published, you may request this by sending a letter or e-mail to the responsible department when you file your final report.