

# Template

for a Final Report for a Coordinated Programme:  
Research Units and Centres for Advanced Studies  
in the Humanities and Social Sciences



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 · Postanschrift: 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

Funding for a Research Unit (RU) enables outstanding researchers to collaborate on a special research task with the aim of achieving results that clearly go beyond individual project funding. Funding for a Centre for Advanced Studies enables experienced and well-established researchers to cooperate to advance a research topic in the humanities or social sciences at a specific site. All grant recipients are required to contribute to the final report, for which the spokesperson of the Research Unit/Centre for Advanced Studies is responsible. 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. 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 coordination project.

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:

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

The scientific progress report (section 3) for Research Units is divided into a framework report and individual project reports; in the case of Centres for Advanced Studies in the Humanities and Social Sciences, it consists of the framework report only. The spokesperson is responsible

for ensuring timely submission of the entire final report (including the framework report and the individual project reports in the case of Research Units).

The final report must be submitted as a PDF file via the elan portal  
[elan.dfg.de/en](http://elan.dfg.de/en)

and there must be no password protection or access restrictions for the purpose of reading, copying and printing. 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 35 pages,
- the public part of the report (sections 1-4) should not exceed 30 pages.

## Process

The entire final report (public and non-public parts) undergoes a formal check by the DFG Head Office and is then presented to the responsible review board and the DFG Senate. If the report is accepted, feedback is sent to the spokesperson with detailed instructions on how to publish the public part (sections 1-4) of the report. Comments from the review are shared with the spokesperson.

Section 2 (summary) and section 4 (published project results) of the final report are also made available on the internet via the DFG information system GEPRIS. It is possible to object to the 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 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). 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 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>

## FINAL REPORT

### 1 General Information

DFG reference number: <Your DFG reference number>

Project number (here: coordination project): <You will find this in the letter of approval.>

Title of the Research Unit/Centre for Advanced Studies:

Name of the spokesperson:

Office address:

Reporting period (entire funding period):

## 2 Summary

<Write a generally comprehensible summary in German and English (maximum 3,000 characters each) in which you describe the topic and outline the relevance of the findings arrived at by the Research Unit/Centre for Advanced Studies from the point of view of the interested public.>

## 3 Scientific Progress Report

<Please subdivide this section into a framework report (on the Research Unit/Centre for Advanced Studies as a whole) and, in the case of Research Units, individual project reports. Reports must be submitted for all individual projects, including those that did not receive further funding for a second funding period. For Research Units, we recommend a length of no more than ten pages for the framework report and no more than one or two pages for the individual project reports.>

For the framework report, please address the following points where applicable:

- Initial questions and objectives of the Research Unit/Centre for Advanced Studies
- Overview of collaboratively developed results, findings and concepts. What scientific added value was created by working on the research topic in the network? Detailed scientific results are to be described in the individual project reports.
- Deviations from the original concept; findings that contradict the initial hypotheses
- Description of thematic and/or location-based priority areas
- Was there success in raising international visibility and significance in this field? How is the international networking to be assessed?
- Activities and approaches to quality-enhancing measures through which the validity or verifiability of your research results 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/download/pdf/foerderung/grundlagen\\_dfg\\_foerderung/forschungsdaten/forschungsdaten\\_checkliste\\_en.pdf](http://www.dfg.de/download/pdf/foerderung/grundlagen_dfg_foerderung/forschungsdaten/forschungsdaten_checkliste_en.pdf))
- 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
- Description of measures to promote researchers in early career phases and gender equality (without providing personal data)

- For Centres for Advanced Studies in the Humanities and Social Sciences: Providing that researchers in early career phases were promoted, which methods were used to do this?
- Bibliography (list of works you referred to in describing the scientific results generated by the project and putting these in context; these might include your own work and that of other researchers.) Provide one bibliography for the overall report (framework report and individual project reports).

When writing the individual reports in the case of Research Units, please preface each with the following general information:

DFG reference number: <Your DFG reference number>

Project number (here: individual project): <You will find this in the letter of approval.>

Title of the individual scientific project:

Names of the individual project leaders:

Office address:

Reporting period (entire funding period):

Please address the following points in the individual reports, where applicable:

- Background and objectives of the project
- Description of the overall results and findings. 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 under presentation of the data.
- Deviations from the original concept; findings that contradict the initial hypotheses
- Activities and approaches to quality-enhancing measures through which the validity or verifiability of your research results was ensured
- Description of any research data, methods, standards, software or infrastructures generated in the project that are re-usable and openly accessible to others

## **4 Published Project Results**

<List here the main results that have emerged directly from the Research Unit/Centre for Advanced Studies 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: >

### **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 not intended for publication.>

<As the spokesperson, please address the following points in your framework report where applicable:

- Description of the progress of the Research Unit/Centre of Advanced Studies, including any problems encountered in its organisation or implementation
- Explain who participated in the Research Unit/Centre for Advanced Studies in addition to the members, e.g. as project partners or cooperation partners
- How were the start-up funds used?
- Which measures were implemented to promote gender equality among researchers? How was the budget for spokespersons used?
- For Centres for Advanced Studies in the Humanities and Social Sciences: In what form did the cooperation with the fellows take? How were the results recorded?
- 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 Research Unit/Centre for Advanced Studies (e.g. doctorates, post-doctoral lecturing qualifications, professorship appointments etc.). In addition, use the table (5.1) to draw up a systematic list of the doctoral projects that were funded as part of the Research Unit/Centre for Advanced Studies.

**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	Financing from Research Unit/Centre for Advanced Studies funds MM/YYYY – MM/YYYY
Surname, first name				

Surname, first name				
...				

**Addendum: Do you have any other information for the DFG Head Office?**

< No more than one page of A4, please >