Template

for the Final Report for a Transfer Project

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 Remarks

Once a transfer project is completed, a final report must be prepared. For transfer projects that conclude at the same time as the Collaborative Research Centre, a final report must be submitted as part of the renewal proposal or in conjunction with the CRC's final report. A guide to preparing the report can be found in the proposal template for the renewal of a Collaborative Research Centre:

www.dfg.de/formulare/60_200/

If a transfer project is completed during the course of the funding period or after the Collaborative Research Centre has already been concluded, a final report on the transfer project must be submitted no later than three months after the funding comes to an end. This template is intended to help you prepare the final report.

The sections printed in black provide the structure of the report, while sections in grey provide explanations and placeholders for the information required.

The final report is aimed at reviewers and the decision-making bodies and Head Office of the DFG. Comments, suggestions and assessments arising from the written review of the final report are made available to the Collaborative Research Centre in anonymised form.

The final report should provide information about the implementation and results of the transfer project and details about the course of the project. For example, in addition to reporting on the results and successes, it may also describe any difficulties encountered, barriers to cooperation, deviations from the original project plan, etc.

A final report on a transfer project outside the context of renewal proposals or final reports for Collaborative Research Centres that have already concluded must be submitted electronically, as a pdf file, to the DFG Head Office. It should be written in German or English, in DIN A4 format and with a font size of 10pt.

The DFG expects the results of a transfer project to be published appropriately. All publications must acknowledge that the published results originate from the transfer project and that the work was funded by the DFG.

1.1 General Information about the Transfer Project T<Number>

1.1.1 Title: <Text>

1.1.2 Project leader

<Last name, first name in full, academic degree, date of birth, nationality>
<Full address of university department/institute or non-university research institution>
<Phone number>
<E-mail address>

1.1.3 Application partner

<Full name of company or institution>
<Contact: last name, first name in full, academic degree, position and address>
<Phone number>
<E-mail address>

<Please provide a brief description of the application partner. In the case of a company, please state the company owner, industry, main areas of activity, number of employees, annual turnover and foreign business; in the case of a government agency or similar, please specify the department or unit, number of employees, task and budget.>

1.2 Development of the Transfer Project

1.2.1 Report

<Please report in particular on:
- Starting situation and objectives
- Methods and use of results from other CRC projects
- Work steps of participating partners
- Evaluation of the results of the transfer project (from both a basic and an applied perspective)
- Comparison with application-specific and economic success criteria (with quantification)
- Impacts on the situation of the participating application partners
- Implications for basic research and teaching
- Any difficulties encountered during the project, barriers to cooperation
- Deviations from the original project plan and reasons for them

What fundamentally new research questions arose from the work in the transfer project?

The information provided in this section should be able to stand on its own, i.e. it should be understandable, coherent and assessable without the need to read additional documents. Only papers whose results and methods are discussed in this section should be cited. Where publications by the project's participating researchers are cited, reference should be made to the publications and patents arising from the transfer project listed in section 1.2.2 below. Publications by authors who were not involved in the Collaborative Research Centre that are important to the transfer project can be listed at the end of this section (1.2.1).>

1.2.2 Published project results

<List here the main results that have emerged directly from the project and that have been published; include the DOI (Digital Object Identifier), ISBN or another persistent identification number wherever possible. If this is not available, please provide the direct link. If the medium permits, publications must con-

tain a reference to DFG funding (e.g. by means of a funding acknowledgement) and the project number. Structure the published project results as follows:>

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.>

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, 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.>

Patents

<Here you can cite any patents applied for and granted.>

1.2.3   Documentation of other activities

<Here, you can provide details of other activities carried out as part of the transfer project, for example
- Presentations, training events, seminars, industry colloquia;
- Staff exchanges, recruitment of staff from the transfer project by the application partner;
- Cross-project working groups;
- Presence and resonance in mass media and on the internet.>

1.3   Project funds

This project has been funded within the Collaborative Research Centre since <month and year>. <If necessary, please also enter:> Prior to this it was funded between <month and year> and <month and year> in another DFG programme under the reference number XX. <Please also enter:> It was concluded in <month and year>. <Or:> It will conclude at the end of the current funding period.

1.3.1   Transfer project staff

	Number	Name, academic degree, position	Field of re-search	Department of university or non-university institution	Project commitment in hours per week	Category	Funding source
Existing staff							
Research staff							
Non-research staff							
Application partner							
Research staff							
Non-research staff							
DFG-funded staff							
Research staff							
Non-research staff							

<To specify the category, you may enter professor, junior research group leader, postdoctoral researcher, doctoral researcher, other research staff, non-research staff, student assistant or research assistant. For funding source, please specify "Core support" (from the university or participating institution) or, for example, "Alexander von Humboldt professorship", "Fellowship from <foundation>", "Cluster of Excellence <x>", "DFG Emmy Noether Programme", etc. For each person listed, please describe below the tasks they performed as part of the project.>

Job descriptions of staff for the funding period (existing funds):

<Sequential number according to the table above> <Name>
<Job description, if relevant period of collaboration on project>

Job descriptions of staff for the funding period (application partner):

<Sequential number according to the table above> <Name>
<Job description, if relevant period of collaboration on project>

Job descriptions of staff for the funding period (approved funds):

<Sequential number according to the table above> <Name>
<Job description, if relevant period of collaboration on project>