

DFG Reference Number:
Cost Item (AOBJ, as listed in your award letter):

Deutsche Forschungsgemeinschaft  
 - Finanzielle Umsetzung von Förderentscheidungen -  
 53170 Bonn  
 GERMANY

## Financial Status Report Research Grants - Research Project Account -

Financial Status Report for Calendar Year \_\_\_\_\_

Final Financial Status Report  
 Reporting period from \_\_\_\_\_ to \_\_\_\_\_

Date of DFG Award Letter \_\_\_\_\_

**Annual Financial Status Report – Personnel Expenses**

No.	Last name, first name of staff member academic title	Employed as	a) Salary level or b) (for employees with hourly wages) total number of hours c) Type of incidental personnel costs *	Period of payment (from-to)**	Total  EUR
1	2	3	4	5	6

\* Statutory sick pay, membership fees to employers' liability insurance association, etc.

\*\* Please list any absences exceeding 6 weeks separately (period of incapacity to work, maternity protection period, maternity leave).

**Annual Financial Status Report – Direct Project Costs/Publication Expenses \*\*\***

No.	Date of invoice	Remittee	Reason for payment (please specify the type of instrumentation/research material and avoid generic terms such as consumables, etc. for travel, please indicate destination)	Instrumentation, consumables, travel, other costs  EUR
7	8	9	10	11

\*\*\* For a listing of non-claimable costs, such as items regarded as core support, please refer to the usage guidelines.

**Annual Financial Status Report – Transfers to Cooperation Partners**

No.	Date of invoice	Receiver	Institution	Amount  EUR
12	13	14	15	16

**1. Income**

Reallocation of grant funding from research grant (reference number)	_____	EUR
Carryover balance from preceding year	_____	EUR
Total amount of transactions during reporting period	_____	EUR
Transfers to cooperation partners	_____	EUR
<b>Total income</b>	_____	<b>EUR</b>

**2. Expenditure for**

Staff expenses	_____	EUR
Direct project costs (instrumentation, consumables, travel, other)	_____	EUR
Publication expenses	_____	EUR
<b>Total expenditure</b>	_____	<b>EUR</b>

**3. Cash balance as of 31 Dec. / as of \_\_\_\_\_ Balance \_\_\_\_\_ EUR**  
 (Please justify any discrepancies on a separate page.) Surplus of expenditure \_\_\_\_\_

In order to balance the account, please reimburse me for the additional expenditures incurred using the following transaction number:

\_\_\_\_\_

**4. Only complete for the final financial status report**

Remaining foreign project funds of \_\_\_\_\_ (please state amount and currency, e.g. CHF, GBP, PLN)

were transferred back to the DFG on \_\_\_\_\_ (not applicable for amounts of less than 5,00 EUR plus interest credited, minus bank charges).

Accounting for the research grant has been closed.

\_\_\_\_\_  
Place, date

I herewith confirm that the funding of expenditures incurred in connection with this DFG-funded project has been used appropriately and solely for the purpose as specified in my award letter. Furthermore, I confirm that funds were not used to cover items that were rejected within the context of the award or for non-claimable costs in accordance with the usage guidelines (core support).

\_\_\_\_\_  
Place, date

The information provided is correct. The expenses as listed were incurred and accounted for accordingly. Vouchers will be filed with the cash office. Instrumentation, consumables and specialised literature have been inventoried accordingly.

\_\_\_\_\_  
Signature of grant recipient/applicant (project head) for institutional grants

\_\_\_\_\_  
Official stamp and legally binding signature of the cash office or responsible administrative department (human resources or business administration)