

# Template

## for the Final Report of a Collaborative Research Centre

### Preliminary Note

Following completion of the Collaborative Research Centre, a final report must be submitted. This template offers guidance in preparing the final report and applies to both Collaborative Research Centres and CRC/Transregios. 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.

The final report addresses reviewers as well as DFG decision bodies and the DFG Head Office. Recommendations, suggestions and evaluations arising from the written appraisal of the final report will be made anonymous and forwarded to the former CRC and its applicant institution(s).

Final reports comprise a research section (A) and a programme section (B). The research section summarises and critically evaluates the achievements of the CRC over its total duration in terms of discovery and/or impact on the field of research. It also reports on the outcome of individual projects during the last funding period. The research section should not exceed 120 pages.

CRCs should find suitable means to present and disseminate research findings within the research community (e.g. final colloquia and proceedings, books, special editions of renowned journal publications, electronic publications). CRCs presenting a comprehensive final publication should take care to avoid overlaps with regard to the final report. Where appropriate, references to the final publication may be made.

The programme section (B) should outline the implementation of structural programme goals in no more than 20 pages.

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The final report must be submitted to the DFG within three months of the end of the funding period. Reports may be submitted in English or German. Please send the final report as a PDF file (e.g. on a USB stick, via the DFG's data exchange portal or a secure download portal provided by your university) to the responsible programme officer in the Research Centres Division.

CRCs that are not funded for the maximum period submit reduced final reports, covering sections A.1.1 (summary), A.1.2. (list of most important publications and patents) as well as the entire programme section (B).

Parts of the final report will be published in the DFG information system GEPRIS. This applies to the summary of the research section (A.1.1) and the CRC's most important publications and patents (A.1.2), as well as the publications of individual projects during the final funding period. CRCs may object to the publication of reports in GEPRIS.

## **A. Research section**

<No more than 120 pages>

<Overlaps with final publications should be avoided. CRCs may refer to such final publications where applicable and appropriate.>

### **1. Research achievements and outcomes**

<No more than 20 pages>

#### **1.1. Summary**

<In a format understandable to the general public, summarise in one page the achievements of the CRC in terms of discovery and/or impact on field of research. Summaries are to be provided in both English and German.>

#### **1.2. The 40 most important publications and patents**

<Indicate the most important publications and patents directly associated with the CRC over its total duration. Include only published publications and sort them according to:

- a) articles which at the time of report submission have been published or officially accepted by publication outlets with scientific quality assurance, and book publications
- b) other publications
- c) patents (subdivided into pending and issued).

The total number of works listed under a) and b) combined may not exceed 40. When listing papers that have been officially accepted for publication but not yet published, the manuscript and the publisher's dated acknowledgement of acceptance must be submitted with the final report on a USB stick. Do not list submitted papers and manuscripts.>

#### **1.3. Research achievements**

<Please describe the significant research results obtained, relating these to the original aims or hypotheses and any additional aims or hypotheses developed in the course of the CRC's funding period. Discuss the extent to which they relate to interdisciplinary work and outline the ways in which the CRC's achievements relate to general development in this field of research.>

#### **1.4. Research events**

<In table format, please list the most important external research events hosted by or with the CRC. Provide details on the topic, date and location, as well as the most important guests of each event.>

#### **1.5. National and international collaboration**

<List essential collaborations with research partners in Germany and abroad. List only collaborations that exceed individual contact.

In a separate table, list the CRC's most important international guests and provide details on their home country and institution, as well as duration and form of visit (e.g. guest lecture, visiting scholar, visiting professor).>

### **2. Individual project reports for the final funding period**

<No more than 100 pages>

<For each report, use the template for completed projects available in proposal template 60.200. Report on all projects except for central administration projects.>

## B. Programme section

<No more than 20 pages. CRC/Transregios discuss all aspects – where necessary – for each applicant university.>

### 1. Overview of individual projects

<In table format, list all projects ever funded within the CRC. Provide the project code, title, field of research, principal investigator(s) and their affiliation, as well as duration.

In a separate table, provide the total sum of funding granted to the CRC for each year of grant year (excluding programme allowances for indirect project costs).>

### 2. Structural impact at host institution(s)

#### 2.1. Impact on research priorities and international visibility

<Discuss the impact the CRC had on setting research priorities at the host institution(s). Did funding lead to the establishment of new units?

To what extent did the CRC lead to international visibility and significance of the host institution(s) within the field of research? What measures were taken to promote awareness of the academic achievements accomplished by the CRC? In what form were results presented internationally?>

#### 2.2. Staffing

<Outline the hiring policies of all applicant and participating institutions in this field of research and at relevant institutes. Were any (new) chairs or junior research groups implemented or abolished? Was the CRC's staffing expanded or reduced over the total duration of the grant?

In table format and sorted according to funding period, please provide information on researchers attracted to the institution. Provide information on type of employment (junior group leader, junior professor, W2/C3, W3/C4...) and sex.>

#### 2.3. Early career support

<Which forms of mentoring and support have you found beneficial to early career researchers and why? Where applicable, which experiences were made with Integrated Research Training Groups?

<Please summarise in a table information on the contractual employment duration of all research staff members employed in the last funding period at the Collaborative Research Centre (do not add up terms, but rather list by duration of individual contracts):>

Contract term	Total number of research staff	Doctoral researchers and similar		Postdoctoral researchers and similar	
		male	female	male	female
up to 12 months					
up to 24 months					
up to 36 months					
up to 48 months					

In table format, list all doctoral degree completions sorted according to funding period, institution and sex.

How did the CRC affect the teaching portfolio within the institution(s)?>

## **2.4. Equal opportunities and work-life balance**

<What measures were taken to ensure equal opportunity and work-life balance? What results were obtained?>

## **2.5. Research infrastructure and data management**

<Did the CRC require investing in major research equipment or buildings? What technical/methodical platforms were introduced to ensure sustainability of the research findings gathered?

How were research materials and data managed and stored? Which measures are in place to ensure their retention beyond the end of the CRC?>

## **2.6. Transfer and public relations**

<What steps were taken to transfer research findings to industry, business or society? Did research lead to the foundation of spin-off companies or long-term collaboration with business or non-academic partners (e.g. museums, schools, government bodies)?

What public relations initiatives were taken? Describe their resonance with target communities and the university's internal communications.>

## **2.7. Internal collaboration and management**

<Please outline and critically evaluate means of collaboration and academic exchange within the CRC.

If applicable, how and in what form did the CRC collaborate with local non-university institutions?

How did the internal management of the CRC evolve over its total duration? >

## **3. Comments on the CRC programme**

<Are there any comments that you would like to make with regard to the application procedure or the CRC programme itself? Your feedback is highly valuable to DFG reviewers, decision bodies and the DFG Head Office in further developing the CRC programme.>