

Guidelines

for Project Reports in the Area of Scientific Library Services and Information Systems

**These guidelines are only valid for projects approved prior to 1 January 2023.
Alternatively, you may use the Template for a Final Report under Infrastructure Funding
(DFG form 12.02 – 01/23).**

Project progress reports should be based on the submitted project proposal and provide information on the status of the project, the work steps carried out during the reporting period, the results obtained, characteristic features as well as deviations from the original work plan, and plans for further work. They provide reviewers and the DFG Head Office with a basis to evaluate projects and grant programmes.

We ask that you structure progress reports on your DFG-funded project according to the following report outline. Please address the topics in the same order and follow the numbering system below.

Reports and any appendices (such as publications) should be submitted via elan, our electronic proposal processing system.

elan.dfg.de/en

Note that the appendices should be included as separate PDF files (not to exceed 10 MB per document). Please ensure that document security settings enable documents to be read, copied and printed. If you have any questions, please contact the responsible DFG staff member in the LIS division for more information.

1. General Information

1.1 General information

DFG reference number:

Applicant:

Title of project:

Reporting period:

Internet address of the project:

Total project duration as per initial proposal:

Project start/expected completion:

Date of initial DFG grant for this project:

Date of current DFG grant:

Drawdown status of funds under this DFG grant:

1.2 Funds drawn down to date

Postdoctoral researcher or comparable:

Doctoral researcher or comparable:

Other research assistant:

Non-academic staff member:

Support staff:

Travel:

Equipment:

Funds drawn down for other grant items:

Available balance under the current grant:

1.3 Drawdown status of funds under previous DFG grants

Available balance (previous grants for the project):

2. Progress Report (max. 10 A4 pages)

- Background and objectives of the project
- Work steps during the reporting period, including deviations from the original plan; any organisational or technical problems
- Experience regarding methods employed and reuse options
- Results: Are the project results generated to date already available to users, and are they already available for reuse by third parties? If so, at which internet

address? Are access frequency and usage intensity being measured? If so, what are the findings?

- Who has contributed to the project results (partners in Germany and abroad, project staff, etc.)?
- Financial contribution: Is the financial project contribution by the applicant or the applicant's institution in line with the calculation on which the proposal is based? If not, specify how and by when the proposed contribution will be met.
- Public relations: Has the project been publicised in a scientific journal or elsewhere (national newspapers, workshops, etc.), or in other media? Attach relevant documents such as press clippings, copies of articles, any workshop materials, etc. to the progress report.

Has there been any response to the publicity for the project (e.g. requests for reuse, cooperation requests, requests from users - especially researchers, increases in usage, etc.)?

The report must be understandable without referring to additional literature so as to enable reviewers to evaluate your work.

3. Summary (max. 1 A4 page) – only for final reports

- Short, plain-language presentation of the work performed, the progress made, and the project results achieved
- Necessary deviations from the original project plan
- References to the project website and any reports in general-interest media

4. Further Work and Plans

For interim reports: Which tasks/objectives specified in the project proposal are yet to be accomplished before the completion of the project? Briefly specify the planned steps (including timeline).

For final reports: What activities building on the results achieved are planned, if any?

5. Publication of Data from Final Reports

The DFG has the right to list on its website, especially in the GEPRIS database, the summary as per item 3 and the publications as per item 2. Such a listing may include up to two publications in the case of a single grantee, or up to a total of three publications in the case of multiple grantees, per year of the total funding duration. Publications may be listed only if they acknowledge funding by the DFG.

Upon request, the list of publications may be supplemented with a link to a list of publications on the internet maintained by you, in which works published after the creation of the report may be included.

You may object to the publication of the summary in GEPRIS by sending a written statement or e-mail to the responsible office when submitting the final report.

6. Further Comments on the Project/Suggestions, etc.

7. Signature(s)

Information

A detailed listing of contact details, responsibilities, and funding opportunities in the programme area of Scientific Library Services and Information Systems can be found on the DFG website at

www.dfg.de/lis/en