

# Guidelines

## for a Final Report

**These guidelines are to be used for final reports only if no programme-specific template is available<sup>1</sup>**



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

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<sup>1</sup> For an overview of the templates, see here [www.dfg.de/formulare/abschlussbericht](http://www.dfg.de/formulare/abschlussbericht).

## Preliminary Note

All grant recipients are required to submit a final report at the end of the project. 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. If there are several applicants, a joint report is to be submitted.

### I General Information

1. DFG reference number:
2. Project number:
3. Project title
4. Name(s) of the applicant(s):
5. Official address(es):
6. List of the maximum ten most important publications to emerge from this project

Please structure the list of publications as follows:

- a) Articles which at the time of report submission have been published or officially accepted by publication outlets with scientific quality assurance, listed in standard format; articles that have already been accepted for publication must be accompanied by the manuscript and the editor's confirmation of acceptance. Book publications. For works that have been accepted for publication but have not yet been published, the manuscript must be submitted along with the publisher's confirmation of acceptance.
- b) Other publications.

It is also possible to list patents (subdivided into patents applied for and patents granted). There is no limit to the number.

A reference (link) may also be provided to a complete list of publications available on the internet.

## II Progress Report (max. 10 A4 pages)

### Background and objectives of the project

1. Progression of the work, including deviations from the original concept, scientific failures, if any, problems encountered with the organisation or technical implementation of the project.
2. Presentation of the results achieved and discussion with regard to the relevant state of research, possible application perspectives and conceivable follow-up studies.
3. Statement on whether the results of the projects are economically exploitable and whether such exploitation is taking place or is to be expected. Where applicable, information on patents, collaborative industrial ventures or similar.
4. Who has contributed to the project results (partners in Germany and abroad, project staff, etc.)?
5. Qualification of researchers in early career phases in connection with the project (e.g. diplomas, doctorates, post-doctoral lecturing qualifications, etc.).

The report must be understandable without referring to additional literature. To illustrate and enhance your presentation you may refer to your own and other's publications. Indicate whenever you are referring to other researchers' work and explain your own work.

Please list the publications cited in a bibliography at the end of the section. This bibliography is not considered your list of publications.

Any unpublished work must be included with the final report. However, note that reviewers are not required to read any of the works you cite. The text of the report is the sole basis for evaluation.

### III Summary (max. one A4 page)

1. Generally comprehensible presentation of the most important scientific advances made and, where applicable, the relevant application aspects.
2. “Surprises” that occurred during the course of the project and in the results.
3. Reference to any potential success stories in general-interest media/public media.
4. The DFG requests that the report be submitted exclusively via the elan portal in electronic form (PDF format without password protection or access restrictions for the purpose of reading, copying and printing).

[elan.dfg.de/en](http://elan.dfg.de/en)

Note that the appendices (such as publications, post-doctoral lecturing theses, dissertations) should be included as separate PDF files (not to exceed 10 MB per document).

### IV Publication of Data from Final Reports

The DFG has the right to list on its website, especially in the GEPRIIS database, the summary (cf. item III) and the publications as per item I. Only publications that meet the publication requirements set out in these guidelines and include a reference to DFG funding can be included.

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

You may object to publication by submitting a written statement to the department responsible along with the final report.

### V 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)

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