

Template

for a Final Report on the Use of the University Allowance



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 Note

The university allowance is used to cover expenses directly incurred to strengthen the governance and strategic orientation of the applicant university. The university management is to decide on how the university allowance is used.

All funding 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 the funding programme. It should assess the structural impact of the university allowance.

Deadline, Form and Scope

Unless the DFG Head Office specifies otherwise, the final report must be submitted no later than three months after the end of the university allowance (i.e. after the funding period, which is normally seven years).

The report should be between 9 and 11 pages in length. The report should preferably be prepared in A4 format, using Arial 11-point font and 1.5 line spacing. If, in consultation with the DFG Head Office, a report covers more than the funding cycle of one university allowance, universities are requested to submit a longer report in which the concepts, measures, use of funds and results are presented separately for each funding cycle. If a report covers only a shorter funding cycle, universities may submit a shorter report. The document must be submitted by e-mail as a single PDF file without password protection or access restrictions to:

exzellenzcluster@dfg.de

If, in preparing your report, you used artificial intelligence (AI) in the form of generative models for text and image creation, please disclose this fact in a way which is in accordance with good research practice. For more information, see the [“Research Integrity” portal](#).

Process

The entire report undergoes a formal check by the DFG Head Office and is then made available to the statutory bodies responsible.

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 on research funding, which can be viewed and downloaded at 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

Template

The following template is intended to support you in preparing 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 and should be deleted.

<If your report covers more than one funding cycle, please use the following template separately for each funding cycle.>

<COVER PAGE >

Final Report

Applicant university:

DFG reference number: UP XX

Reporting period (entire funding period):

<If your report covers more than one funding cycle, please specify each funding cycle separately.>

1. Overall Concept of the Applicant University Regarding Governance and Strategic Orientation

<Please briefly describe the objectives pursued through the university allowance to strengthen the governance and strategic orientation of the university. Please list the measures funded through the university allowance in table format, providing a separate table for each funding period where applicable.>

#	Measure	Area of activity	Period MM/YY – MM/YY	Funding (EUR thousand)
01				
02				
...				

1.1 Implementation of measures

<Please describe the areas of activity in which funding was used and the specific measures that were implemented. These should be presented separately for each funding cycle where applicable. Please also explain the specific impact the university allowance has had on the development of the university and indicate which measures would not have been possible without this funding. Describe the challenges encountered in organising and implementing these measures. Indicate which individuals, organisational units and institutions within the university were involved and which national/international cooperation partners participated.

Please also describe whether and, if so, to what extent the actual use of the university allowance differed from the measures planned in the proposal and also how this use differed from previous funding periods, where applicable.>

1.2 Use of funds

<Please provide an overview of the use of funds (supported by charts or diagrams where possible). This overview should be based on the statements on the use of funds that were submitted annually to the DFG. If the final report covers more than one funding cycle, please present the use of funds separately for each funding period.>

1.3 Results

<Please summarise the results achieved through the university allowance and its impact on the university. A separate summary should be provided for each funding cycle where applicable. Also indicate how you measured this impact. Please highlight all significant achievements and explain the extent to which the funding contributed to strengthening the governance and strategic orientation of the university.>

2. Comments for the DFG

<Your assessment of the university allowance is of great importance to the DFG Head Office and the Committee of Experts for the Excellence Strategy. Criticism, comments and recommendations provide valuable input for the further development of the university allowance. Please provide them here.>