

GUIDELINES FOR DRAFTING A FINAL REPORT

REPORTING

Standardised reporting plays an important role in evaluating individual projects and the effectiveness of support provided by Gebert Rüf Stiftung. It is therefore of key significance.

A final report normally comprises a maximum of two A4 pages. One copy of all research reports, publications and media articles should be attached. Please do not forget the evidence to be produced at the latest by conclusion of the project or Art. 4 of the support agreement – see also 9.4 and 9.5.

A final report is not a research report (neither in form nor in content); it is an independent report relating to the grant-making policy of Gebert Rüf Stiftung. It should be concise and effective.

Please use the predefined section numbers and include text only. The final report should not contain illustrations or graphics. Please add the date and page numbers. The report can be prepared in German, French or English. Exception: reports of the programme «Rare Diseases» have to be written in English. Please send the report as a Word document.

STRUCTURE OF THE FINAL REPORT

0 Full project title as header

1 Formal requirements

- 1.1 Project number
- 1.2 Short project title
- 1.3 First name and surname of project manager

2 Content

- 2.1 Overall objectives of the project or all project stages: abstract
- 2.2 Summary of final results, including milestones set
- 2.3 Were there any unexpected, surprising or unintended occurrences during the project?

3 Your own comments on the project

4 Funding and statement of account

- 4.1 Budget/statement of account comparison
- 4.2 Specific features/discrepancies
- 4.3 Full statement of account as separate attachment (excluding voucher copies)

5 Content drivers

Gebert Rüt Stiftung aims to use its resources to drive new ideas, i.e. to leverage specific themes or strategies.

- What has the project achieved/initiated?
- To what extent is the project being continued?

6 Financial impact

Gebert Rüt Stiftung wants its resources to provide a basis for obtaining further funding, i.e. it aims to provide a financial «springboard». Has this been achieved with your project? If so, please give details. Did the funding comprise:

- Top-up financing: did Gebert Rüt Stiftung provide funding to top up an overall budget? What was the overall budget?
- Partnership funding: did the initial funding provided by Gebert Rüt Stiftung enable you to obtain additional funding for the project? What level of additional funding was obtained?
- Start-up funding: did the initial funding provided by Gebert Rüt Stiftung lead to add-on projects/programmes? What volume of funding was obtained for add-on funding of projects directly linked to the project for which start-up funding was provided?

7 Self-assessment

Briefly describe the following five criteria in your own words and rate them on the following scale: maximum 4 points; minimum 1 point

7.1 Overall success: attainment of interim and final objectives

7.2 Ground-breaking effects: innovations, start-up, instigation of new ideas

7.3 Effectiveness: impact, positive effects

7.4 Leverage effects: qualitative knock-on effects

7.5 Project management: effectiveness, focus on objectives

8 Updating of presentation on Gebert Rüt Stiftung's website

Please send us your final report and an up-to-date overview of your project in electronic form for publication on our website.

9 Attachments

9.1 Research reports: as appropriate

9.2 Specialist publications: one copy of each paper

9.3 Media reports (newspapers, radio, TV): one copy

9.4 Proof that an upper secondary school class has visited and been given an opportunity to experience research work first-hand (see «School in the laboratory visit», support agreement, Art. 4) must be provided at the latest when the final report is submitted.

9.5 Proof of attendance of an intensive two-day further training event on communicating scientific content (see «Media training course», support agreement, Art. 4) must be provided at the latest when the final report is submitted.