

GUIDELINES AND SPECIFICATIONS

**INTERIM REPORT FIRST VENTURES**

**INSTRUCTIONS**

Each project phase (according to the agreement) is concluded with an interim report (incl. required attachments). Once your documents have been approved, an invoice may subsequently be issued for the next tranche of the project grant.

An interim report is an independent project status report in line with the grant-making policy of Gebert RUF Stiftung. It should be concise and impact-oriented. An interim report may comprise a maximum of four A4 pages plus the required attachments (see Point 7). It can be written in English or German.

Please use the predefined headings and section numbering shown below (without *italics/grey* text parts). The interim report should not contain any illustrations or charts.

Send the interim report with full attachments by e-mail to [jacqueline.grollmund@grstiftung.ch](mailto:jacqueline.grollmund@grstiftung.ch) (Project Controlling). We require the report as a Word file too.

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**STRUCTURE OF THE INTERIM REPORT**

*The text in italics serves only to provide explanatory comments and is not to be incorporated into your report. Please indicate the creation date and number the pages.*

1. FULL PROJECT TITLE AS HEADER
  
2. FORMAL REQUIREMENTS
  - 2.1. Project number
  - 2.2. Short project title
  - 2.3. First name and last name of project leader
  
3. CONTENT
  - 3.1. Abstract: Overall project objectives
  - 3.2. Summary of interim results, including milestones set
  - 3.3. Were there any unexpected, surprising or unintended occurrences during the project so far?
  
4. YOUR OWN COMMENTS ON THE PROJECT
  
5. FUNDING AND STATEMENT OF ACCOUNT
  - 5.1. A table (integrated directly into the report) providing a summary overview of budget vs. expenditure
  - 5.2. Specific points/discrepancies

*Detailed statement of account/official (SAP) statement as a separate attachment (without individual receipts) (see 7.1)*

## 6. IMPACT

*Gebert RUF Stiftung aims to use its support funds to leverage specific themes and strategies as well as provide a financial «springboard».*

6.1. PRODUCT DEVELOPMENT AND CUSTOMER ACQUISITION: OVERALL SUCCESS SO FAR – *Attainment of interim and final objectives*

6.2. PROJECT MANAGEMENT AND TEAM DEVELOPMENT – *Goal orientation, quality development, expertise expansion*

6.3. GAP CLOSURE – *Which gap has the project closed? With regard to ...*

6.3.1. Innovation/IP protection: *(fundamentally new)*

6.3.2. Kick-off: *(initial impetus for implementation in business and society)*

6.4. EFFECTIVENESS – *Has the project proven effective?*

6.4.1. Intermediate product/prototype:

6.4.2. Product/service:

6.4.3. Spin-off/start-up:

6.5. KNOCK-ON – *Has the project achieved a leverage effect?*

6.5.1. Partnerships with industry:

6.5.2. Partnerships with service providers:

6.5.3. Partnerships with the public sector:

6.5.4. Follow-up financing by investors, business angels (amount in CHF):

6.6. CONTINUATION – *Which further steps are planned in terms of implementation and market entry?*

## 7. ATTACHMENTS

*You will find additional information on project conclusion on the website (Funding/Your project/Reporting or/Project Communication).*

7.1. Detailed statement of account/official (SAP) statement without individual receipts

7.2. Communication: Website visibility and traffic, public media reports from newspapers, TV, etc.

*To be delivered with the final report:*

7.3. Web presentation: Final text update (Word format)

7.4. «School visit» project workshop: proof of visit

7.5. Intensive further training in media skills: proof of attendance

7.6. «Final impact clip»

7.7. Images of prototypes, product, service which have achieved market entry