

GUIDELINES AND SPECIFICATIONS

INTERIM REPORT

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 not a research report (neither in form nor in content); it is an independent 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 final report should not contain any illustrations or charts.

Send the interim report with attachments by e-mail to jacqueline.grollimund@grstiftung.ch (Project Controlling). We require the report and web presentation as Word files too.

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. OVERALL SUCCESS – *Attainment of interim and final objectives*

6.2. PROJECT MANAGEMENT – *Effectiveness, goal orientation*

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

6.3.1. Innovation: *(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:

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. Practice-based partnerships with industry:

6.5.2. Practice-based partnerships with service providers:

6.5.3. Practice-based partnerships with the public sector:

6.5.4. Follow-up financing/investments (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 the website (> Funding/Your project/Reporting or /Project Communication).

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

7.2. Web presentation: text update (Word format)

7.3. Research reports, specialist publications (if available)

7.4. Public media reports from newspapers, TV, etc.

To be delivered with the final report:

7.5. «School visit» project workshop: indicate date of visit and class level

7.6. Smovie Workshop: indicate date and participant

7.7. «Final impact clip»: submit with final report

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