

START PROGRAM – FINAL REPORT

Project title _____

Project leader _____

Project number _____

Project website¹ _____

The **first part** of the project report is intended for interested members of the public; **parts 2-4** are addressed to reviewers; and **part 5** provides an opportunity to report to the FWF on interactions with the administration during the course of the project.

The complete report has to be submitted on an electronic medium (CD or floppy disc) in Word for Windows format and as one hardcopy.

Guidelines and forms for the final report can be downloaded from the FWF Website

<http://www.fwf.ac.at/de/faq/start.html>

¹ Projects that started after 01.01.2009 are required to have a website

1. Summary for public relations work

The project's most important results (scientific advances) from the project leader's point of view should be presented on a single page (DIN A4, 11 pt, line spacing 1.5) in a way that is accessible to the general public. It is important to use as few technical terms as possible, so that the text is interesting and understandable to people not familiar with the field. The main point should be placed at the start of the summary. Please keep descriptions of the issues addressed and results obtained short and succinct. Possible applications to or implications for social, cultural, ecological, medical, economic or technological areas should be briefly mentioned.

The summary should be submitted as hardcopy and also electronically both in **German** and in **English** (in Word for Windows format, without special symbols). The summaries will be made available via the FWF's project database. The FWF will not edit the summaries, so the authors bear full responsibility for the contents.

2. Brief project report

- to be written in English
- target group: peer reviewers
- **Length:** not to exceed 24,000 characters in total
(approx. 3,600 words or 6 sides, Arial 11 pt font, single-spaced,
no attachments apart from those mentioned in section 4)

2.1 Report on the scientific work

2.1.1 information on the development of the research work (3000 characters excl. spaces)

- overall scientific concept and goals
- was there a change of direction in the field between the start and the end of the project? – If so, what form did the change take and what effect did it have on the work?

2.1.2 most important results and brief description of their significance (main points) with regard to (12000 characters excl. spaces)

- contribution to the progress of the field (e.g. did the results contribute to an increased importance for the field and in what way?);
- breaking of new scientific ground (i.e. to what extent and in what respect?);
- most important development of hypotheses (what relevance did the project have for the development of scientific hypotheses, e.g. were new hypotheses developed or old hypotheses disproved?);
- development of new methods;
- relevance for other (related) areas of science (transdisciplinary issues and methods).

2.1.3 information on the running of the project, use of the available funding and where appropriate any changes to the original project plan relating to (3000 characters excl. spaces)

- duration;
- use of personnel;
- larger items of equipment purchased;
- other significant deviation².

² The assessment of what should be regarded as a "significant deviation" is the responsibility of the project leader. As a guideline, any deviation of more than 25% from the original financial plan or work schedule should be accounted for.

2.2 personnel development – importance of the project for the scientific careers of the project leader and the project co-workers

(3000 characters excl. spaces)

- brief comments on particular developments (working group, perspectives)
- completed or anticipated special qualifications of project leader and/or any co-workers (whether funded by the FWF or not) as a result of the project.
- special possibilities opened up by the project (e.g. high-risk topics, intensification of transdisciplinary research etc.).
- importance (effect, success) of these fresh possibilities.
- effects of the project and of research performed in the framework of the project on the international reputation of the project leader and co-workers.
- establishment or intensification of international collaborations.

2.3 effects of the project outside the scientific field

(3000 characters excl. spaces)

- brief comments on particular developments (perspectives);
- organization of symposiums and conferences;
- did the project have any particular relevance for developments in teaching and if so, what (incorporation of project results in lectures, seminars etc.)?
- particular public relations activities for the general public
- did the project have particular relevance for other areas of society (cooperations with economy, effects on society, widespread impact, adult education etc.)?

3. Information on project participants

not funded by the FWF			funded by the FWF (project)		
co-workers	number	man-months	co-workers	number	man-months
non-scientific co-workers			non-scientific co-workers		
diploma students			diploma students		
PhD students			PhD students		
post-doctoral co-workers			post-doctoral co-workers		
co-workers with "Habilitation" (professorial qualifications)			co-workers with "Habilitation" (professorial qualifications)		
professors			professors		

4. Attachments

(lists may be as long as required)

List 1

1.a. **scientific publications**³

with an indication of the status (published, in press, submitted, in preparation)

Publications may only be listed if they relate directly to the project. **Up to five of the most important publications** should be indicated (e.g., printed in bold letters; for books, two originals should be supplied if the book has already been published, otherwise a brief description should be given together with the name of the publishing house).

A common format for citations should be followed.

1.a.1. Peer-reviewed publications (journals, contribution to anthologies, working papers, proceedings etc.)

1)
2)
etc.

1.a.2. Non peer-reviewed publications (journals, contribution to anthologies research reports, working papers, proceedings, etc.)

1)
2)
etc.

1.a.3. Stand-alone publications (monographies, anthologies)

1)
2)
etc.

1.b. **publications for the general public and other publications**

such as films, exhibitions, preparation of a home page etc. with an indication of the status (published, submitted / in preparation)

1)
2)
etc.

³ The publication list must mention for each work: all authors; full title; series/journal title; year; volume; and page numbers.

List 2 project-related participation in international scientific conferences
(with an indication of the conference date) – 4 subunits:

2.1. Conference participations - invited lectures

- 1)
- 2)
- etc.

2.2. Conference participations - lectures

- 1)
- 2)
- etc.

2.3. Conference participations - posters

- 1)
- 2)
- etc.

2.4. Conference participations - other

- 1)
- 2)
- etc.

List 3 Development of collaborations

Indication of the most important collaborations (maximum 8), that took place (initiated or continued) in collaboration please give the name of the collaboration partner (name, title, institution) and a few words about the scientific content. Please also assign one of the following **categories** to each collaboration:

N			Nature	N (national); E (European); I (other international cooperation)
E			Extent	E1 low (e.g. no joint publications but mention in acknowledgements or similar); E2 medium (collaboration e.g. with occasional joint publications, exchange of materials or similar but no longer-term exchange of personnel); E3 high (extensive collaboration with mutual hosting of group members for research stays, regular joint publications etc.)
		D	Discipline	D within the discipline T transdisciplinary

N	E	D	Collaboration partner / content of the collaboration
			1) Name: _____ Title: _____ Institution: _____ Content: _____
			2) Name: _____ Title: _____ Institution: _____ Content: _____
			3) Name: _____ Title: _____ Institution: _____ Content: _____
			4) Name: _____ Title: _____ Institution: _____ Content: _____
			5) Name: _____ Title: _____ Institution: _____ Content: _____
			6) Name: _____ Title: _____ Institution: _____ Content: _____
			7) Name: _____ Title: _____ Institution: _____ Content: _____
			8) Name: _____ Title: _____ Institution: _____ Content: _____

Note: general scientific contacts and occasional meetings should not be considered as collaborations in the above sense.

List 4 “Habitations” (professorial qualifications) / PhD theses / diploma theses
with an indication of the status (in progress / completed)

Note: It will not be possible to assign a “Habilitation” to a single project; what is required here is a mention of those “Habitations” for which the project was important. A similar caveat applies to PhD and diploma theses: the FWF does not support thesis work but rather funds the scientific work that forms the basis for theses.

4.1. Professorial Qualifications

- 1)
- 2)
- etc.

4.2. PhD Theses

- 1)
- 2)
- etc.

4.3. Diploma Theses

- 1)
- 2)
- etc.

List 5 Effects of the project outside the scientific field (where appropriate)

Sections of the list:

5.1. Organization of scientific events

The listing should be ordered according to

- congresses, symposiums or workshops with participants primarily from within Austria
- congresses, symposiums or workshops with participants from outside Austria
- meetings relevant to the project (e.g. with collaboration partners from science and industry, EU partners etc.)

5.2. Particular honours, prizes etc.

The listing should be divided into national and international honours, prizes etc.

5.3. Information on results relevant to commercial applications

The listing should be divided into national and international patents (licenses etc.)

5.4. Other effects beyond the scientific field

Please describe briefly any implications / presentations for social, ecological, medical, economic and/or technical or cultural areas.

5.5. Relevance of the project in the organization of the relevant scientific discipline

Contributions to image building, establishment of “priority areas”, role in performance-related contracts or similar.

List 6. Applications for follow-up projects

with an indication of the status (submitted / approved) and the funding organization.

6.1 Applications for follow-up projects (FWF projects)

(with an indication of the project type, e.g. stand-alone project, NFN, SFB, WK, fellowship, contribution to a stand-alone publication)

- 1)
 - 2)
- etc.

6.2 Applications for follow-up projects (Other national projects)

(e. g. FFG, CD Laboratory, a K-plus Centre, funding from the Austrian National Bank, the Federal Government, the provincial government or similar)

- 1)
 - 2)
- etc.

6.3 Applications for follow-up projects (International projects)

(eg. ERA project, ESF)

- 1)
 - 2)
- etc.

5. Zusammenarbeit mit dem FWF

Sie werden gebeten folgende Aspekte der Zusammenarbeit mit dem FWF zu bewerten. **Anmerkungen (Ausführungen)** unter Verweis auf den entsprechenden Referenzpunkt bitte auf Beiblatt.

Skala
 -2 sehr unzufriedenstellend,
 -1 unzufriedenstellend;
 0 angemessen;
 +1 zufriedenstellend;
 +2 sehr zufriedenstellend.
 X nicht beansprucht

Regelwerk

(Richtlinien für Programm, Antrag, Verwendung, Bericht)

Wertung

Antragsrichtlinien	Umfang	
	Übersichtlichkeit	
	Verständlichkeit	

Verfahren (Einreichung, Begutachtung, Entscheidung)

	Beratung	
	Dauer des Verfahrens	
	Transparenz	

Projektbegleitung

Zwischenevaluierung	Vorgaben	
	Aufwand	
	Entscheidungsfindung	

Beratung	Verfügbarkeit	
	Ausführlichkeit	
	Verständlichkeit	

Durchführung Finanzverkehr (Überweisungen, Gerätebeschaffungen, Personalwesen)	
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Berichtswesen/ Prüfung/ Verwertung

	Aufwand	
	Transparenz	
	Unterstützung bei Öffentlichkeitsarbeit/ Verwertung	

Anmerkungen zur Zusammenarbeit mit dem FWF: