

Guidelines for compiling a complete Final Project Report for projects
from the track

Communication

Top Citizen Science

Science Communication

Vienna, January 31, 2024

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1 Research documentation system Researchfish

Please submit the entire Final Project Report, in English, using the [FWF research documentation system Researchfish](#).

For information on how to use the system, please refer to the [User Guide](#).

2 Create account

Principal investigators who are required to prepare a Final Project Report will be notified by email, delivered to the email address provided to the FWF.

An invitation to access the system will only be sent if you have not yet created an account. If you have **not** received an **invitation** to the system, you can request one here:

[Invitation Help | Researchfish](#)

[Information on creating an account](#)

If you already have an account, you can use your existing login data to access the system. Please use the following link if you have [forgotten your password or user name](#).

Once created, the account includes all the principal investigator's projects that have been entered into the system by the FWF.

3 Create Final Project Report

The full Final Project Report consists of the sections *Common Outcomes* and *Additional Funder Questions*.

3.1 Common Outcomes

In the *Common Outcomes* section, relevant published project results are presented in a well-structured manner.¹ The [Research portfolio](#) is built up based on entries from the *Common Outcomes* section. Various external sources such as PubMed, Scopus, Web of Science, etc. are searched regularly for project-related content to be included in the portfolio.

¹ See also: [Add outcomes to an award](#)

In the interest of transparency and knowledge sharing, research results are published online on the FWF's [Research Radar page](#). For this reason, please list only the most **important and relevant research results** that have resulted from your FWF project.

[Add research results](#)

3.1.1 What research results can be reported?

To get an idea, please see the [Overview of all possible outcome types and subtypes](#) and select the ones that apply to your project:

- Publications²
- Collaborations & Partnerships³
- Further Funding
- Next Destination
- Engagement Activities
- Influence on Policy, Practice, Patients & the Public
- Research Tools & Methods
- Research Datasets, Databases & Models
- Intellectual Property & Licensing
- Medical Products, Interventions & Clinical Trials
- Artistic & Creative Products
- Software & Technical Products
- Spin-Outs
- Awards & Recognition
- Use of Facilities & Resources

3.1.2 Where do I enter conferences?

- Publications on conferences (proceedings and abstracts) can be entered under Publications in the Common Outcomes section.
- Personal invitation as keynote or other named speaker to a conference and Poster/abstract prize can be entered under Awards & Recognition.
- Participation in or organization of conferences/meetings are not subject to reporting.

² Research results should only be cited if they relate directly to the respective project.

³ *Collaborations & Partnerships* is only relevant if you want to name research teams or partner organizations. For individuals, this information is adequately covered in the statistical section of the *Additional Funder Questions*.

3.2 Additional Funder Questions

3.2.1 Structure

This section is for reporting FWF and program-specific questions in a structured manner, with some categories offering the option of a PDF upload.

Some categories feature an introductory **yes/no question** (see figure below). If applicable, please provide feedback on the relevant sections. Please answer all questions, even if your answer is “No.” The Final Project Report cannot be submitted until all questions have been answered.

+ Cooperation with the FWF: what should I report in this section?

Do you wish to provide feedback on the cooperation with the FWF? * ?

-- Please select an option --

-- Please select an option --

Yes

No

A brief description and help options are available in each section under **What should I report in this section?**

[← PREVIOUS PAGE](#) [Create New Record](#)

Add and Attribute Outcome

[? What should I report in this section?](#)

3.2.2 General questions

The *Additional Funder Questions* section must be completed. It includes the following elements:

3.2.2.1 FWF public relations results summaries

- The PR results summaries in German and English should be no more than 450 words each. They are used to communicate the project results to the general public.
- If PR results summaries cannot be released to the public for some reason, they can be temporarily withheld.

- PR results summaries can be entered directly into the system.

3.2.2.3 FWF statistics for collaborations and partnerships

Up to five of the most important collaboration partners can be listed.

General academic contacts and individuals you meet only occasionally should *not* be listed as collaboration partners for the purposes of this statistical analysis.

Please provide the following information:

- Collaboration partner
- Research institution/organization - the collaboration partner's main institutional/organizational affiliation
- Gender - The gender of the individual collaboration partner
- Extent of collaboration - E1 low, E2 medium, E3 high
- Discipline - W within the discipline, T transdisciplinary, I interdisciplinary

This information can be entered directly into the system.

3.2.2.4 Human resource developments⁴

Indication of academic developments of all project participants in absolute numbers by gender and status.

This information can be entered directly into the system.

3.2.2.5 Deviations from the original plan

Were there any significant changes to the project as originally planned? If yes, please list them (no more than 1,250 words).

3.2.2.6 PhD theses completed

Bibliographic information on completed and project-relevant dissertations.

3.2.2.7 Postdoctoral qualification theses completed

Bibliographic information on completed and project-relevant habilitation theses.

⁴ Please note: The FWF is aware that it is not possible to assign a postdoctoral qualification thesis (habilitation, *venia docendi*) to one single project, so we ask you to mention those theses for which the project was important. A similar caveat applies to PhD and diploma/master's theses: The FWF does not support thesis work but instead funds the scientific work that forms the basis for such theses.

3.2.2.8 Cooperation with the FWF

This information remains with the FWF and is an opportunity to give us feedback on the various project phases.

This information can be entered directly into the system.

3.2.3 Top Citizen Science

3.2.3.1 FWF Data Management Plan (DMP)

- Applies to all projects approved under the new application guidelines **since January 1, 2019**; this question does not appear for all other projects.
- An **updated Data Management Plan (DMP)** must be uploaded as a PDF.
- For further information, please see [DMP guidelines and template](#).
- **Research data** on which quality-assured publications are based must be made available in an **open access** format on or before the date of publication (see the [FWF Open-Access Policy for Research Data](#)).
- List these openly accessible research data in the **Research Datasets, Databases & Models** section of *Common Outcomes* by stating the persistent identifier (e.g. DOI).
- **Grounds for any exceptions** (open access to the data is not or is only partially available for legal, ethical, or other reasons) must be provided in the Data Management Plan (DMP).

3.2.3.2 Citizen involvement

In this question, please indicate how the public was involved in your project; multiple selections are possible.

4 Add project participants

If principal investigators need support for reporting their research results, they can use the [Add Delegate or Member](#) function to add project participants as *Collaborators/Team Members* or *Delegates*.

- **Delegate:** Delegates can edit both *Common Outcomes* and *Additional Funder Questions*, but the entries made will not result in the creation of a separate [research portfolio](#) for these users. A short description can be found in the [User Guide](#).
- **Collaborator/Team Member:** Users designated as Collaborator/Team Member can edit only *Common Outcomes*, but not *Additional Funder Questions*; the information entered is

added to your own portfolio, making it available for re-use. A short description can be found in the [User Guide](#).

5 Submitting your Final Project Report

You will be notified by email of the submission deadline after the end of the project, and then it will also be displayed in the system. Please note that the last possible date is always given; if you have any problems, please contact the FWF in good time before expiration of the deadline.

Once you have completed all of the items above, please submit the Final Project Report to the FWF online. Please note that after checking it for accuracy and completeness, only the principal investigator can submit the data.

Please see the User Guide for [information on the submission process](#).

6 What happens with the Final Project Report?

The PR results summaries and any project-relevant research results are published online on the FWF's [Research Radar page](#).

Key data from the *Additional Funder Questions* (far-reaching effects, career developments, etc.) are aggregated, anonymized, and evaluated on a regular basis.

Can project outcomes be reported even after the Final Project Report has been submitted?

Researchers can and should record further project results at any time after the end of the project. Up to 5 years after the end of the project, the FWF requests annual updates on results published after completion of the project.

7 Where can I turn if I have problems?

If you have **any questions about reporting** or problems entering information, please contact the FWF (martina.kunzmann@fwf.ac.at).

If the deadline specified by the FWF for submitting the Final Project Report cannot be met, the principal investigator must send a free-form **request for an extension** within a reasonable amount of time before the end of the deadline.

In this case, please contact the FWF and give a brief explanation (martina.kunzmann@fwf.ac.at).

Technical assistance & support

Technical issues and problems: support@researchfish.com

Weekly webinar on the system: [Sign-up](#)

Direct contact with Researchfish (during office hours): [Live chat](#)

General questions: [Help page](#) and [User Guide](#)