

Checklist for completing a Final Project Report in the Top Citizen Science (TCS)

Please submit the entire Final Project Report, in English, using the [FWF research documentation system Researchfish](#).¹

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

1 Components of the Final Project Report

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

1.1. Common Outcomes

In the *Common Outcomes* section, relevant published project results are presented in a well-structured manner. The research documentation system offers various possibilities and support options for this section. For the Top Citizen Science (TCS) Funding Initiative, the following information is required, if applicable to your project:

- Publications²
- Further Funding
- Research Databases & Models
- Engagement Activities (most important ones)
- Intellectual Property & Licensing
- Awards & Recognition
- Software & Technical Products

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

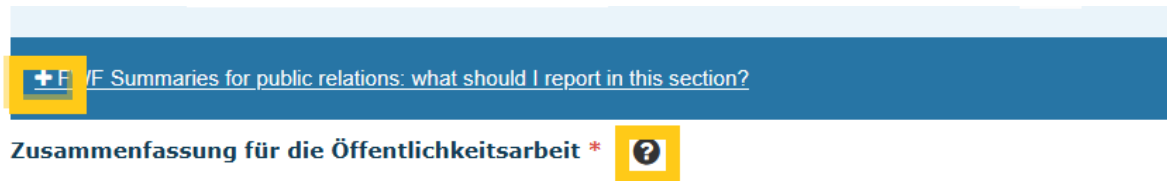
All other items are optional.

¹ The Final Project Report and, in particular, the FWF Research Report, must be written in the language of the application. It can only be submitted in German if German was the only language used in the application.

² Publications that have not yet been published can be listed in the [FWF Research Report](#) under section 4, "Other important aspects" and can be added at a later date.

1.2. Additional Funder Questions

Click on the + and ? symbols highlighted in yellow in the image below for a short description and help options for each question.



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

1.2.1 FWF Research Report

- **The Research Report must be uploaded as a PDF file.**
- The specifications for this narrative report can be downloaded [here](#).
- Please note that only **one** PDF file of max. 5 MB can be uploaded.

1.2.2 FWF Public Relations Summaries

- These brief summaries in German and English should be max. 450 words each. They are used to communicate the project results to the general public.
- If summaries cannot be released to the public for some reason, they can be temporarily withheld.

1.2.3 FWF Data Management Plan (DMP)

- Applies to all projects approved under the new application guidelines as of **1 January 2019**.
- Please upload the **updated version** of the data management plan you originally submitted as a PDF file.
- **Instructions** and a **template** for the DMP can be found [here](#).
- Open access must be provided to the research data behind the scientific publications resulting from the project, unless this is not possible for legal, ethical, or other reasons (see [Research Data Management](#)). For this reason, this data also needs to be listed under *Common Outcomes* in the section *Research Databases & Models*.
- If, for legal, ethical or other reasons, open access to these data was not or only partially possible, this **must be explained** in the Data Management Plan (DMP).

1.2.4 Additional questions

- FWF Statistics for Collaborations and Partnerships
- FWF Development of Human Resources
- Cooperation with the FWF

If applicable, we ask you to please answer these additional questions. You are required to answer the introductory yes/no question (see figure below) to complete the submission of the Final Project Report.

+ FWF Development of Human Resources: what should I report in this section?

Do you wish to report numbers of individuals which relate to this award? *

Yes

-- Please select an option --

Yes

No

2 Submission of the Final Project Report

Once you have completed all of the items above, please submit the Final Project Report to the FWF online. For details on the submission process, please click [here](#).

What happens with the Final Project Report?

The public relations summaries and any project-relevant research results will be published on the FWF website. If the summaries cannot be released to the public for some reason, please indicate this in the system and provide an explanation.

Key data from the report (wide-reaching effects, career developments, etc.) are aggregated, anonymised, and evaluated on a regular basis.

Please see the [FWF website](#) for further information on the reporting process.