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Forschungsgesellschaft



NEUES ENTDECKEN
TALENTE FÖRDERN
IDEEN UMSETZEN

FWF

Der Wissenschaftsfonds.

Guidelines for final reports

Partnership in Research



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The full report must be submitted via email in Word or PDF format to brigitte.mueller@cdg.ac.at and martina.kunzmann@fwf.ac.at.

Guidelines and forms for the final report can be downloaded from **the FWF website**:

- [DOCX file](#)
- [PDF file](#)

Part I of the project report (project summaries in German and English) is intended for members of the interested public and should be presented in a manner which is intelligible to non-expert audiences.

Target group: general public

Parts II and III are addressed to reviewers and **must be submitted in the language of the original application**. The basic data from Part III will also be recorded by the FWF for statistical purposes.

Part II

- Target group: peer reviewers and CDG Board
- To be written in the language of the original application
- Length: not to exceed 16,000 characters (without spaces, approx. 6 pages) in total; please mention each point (all together on 4 pages minimum, 11 pt font, line spacing 1.5, no attachments apart from those mentioned in section III)
- Please address all applicable points

Part III

- Target group: peer reviewers, CDG, and FWF
- Data from Part III will be recorded by the FWF for statistical purposes

Part IV provides an opportunity to report on interactions with the CDG's and/or FWF's administrative staff during the course of the project.

Target group: **CDG and FWF**

Partnership in Research Project: Final Report

Project number

Project title¹

Project leader

Project website

¹ Short title in English and German

I. Summary for public relations work

The project summaries are intended for members of the interested public and should be presented in a manner which is intelligible to non-expert audiences.

The project's most significant results (scientific advances) from the project leader's point of view should be presented on a single page (approx. 3,000 characters including spaces or approx. 450 words per result) in a way that is comprehensible to the general public. In this summary, it is important to use as few technical terms as possible in order to ensure that the text is interesting and understandable to people not familiar with the field. The main point should be mentioned at the very 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 also be mentioned briefly.

The summary should be submitted both in German and in English. All summaries will be made available in the FWF's online project database. The FWF will not edit the summaries, meaning that the authors bear full responsibility for the content of these texts.

1. Zusammenfassung für die Öffentlichkeitsarbeit

(please provide your German summary here)

2. Summary for public relations work

(please provide your English summary here)

II. Brief project report

- To be written in the language of the original application
- Target group: **peer reviewers**
- **Length:** not to exceed 16,000 characters (without spaces, approx. 6 pages) in total; please mention each point (all together on 4 pages minimum, 11 pt font, line spacing 1.5, **no attachments apart from those mentioned in section III**)

1. Report on research work

1.1. Information on the development of the research project

- Overall scientific concept and goals
- Was there a fundamental change in research orientation 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?

1.2. Most important results and brief description of their significance (main points) with regard to the following:

- Extending the knowledge in the respective field and solving current problems
- Most important hypotheses / research questions developed (what relevance did the project have for the development of hypotheses / research questions, e.g., were new hypotheses / research questions developed or old hypotheses disproved?)
- Development of new methods
- Innovations and applications
- Relevance for other (related) areas of science (transdisciplinary issues and methods)

1.3. Information on the execution of the project, use of available funds, and (where appropriate) any changes to the original project plan relating to the following:

- Duration
- Use of personnel
- Major items of equipment purchased
- Other significant deviations²

² The decision as to 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 workschedule should be accounted for.

2. Personnel development: Importance of the project for the research careers of those involved (including the project leader)

Brief comments on the project's effects on the research careers of all project members, including special qualifications and special possibilities / opportunities opened up by the project.

3. Activities for contacting companies

- Which measures have been taken for getting into contact or cooperating with companies?
- Which companies have shown interest in cooperation, and what are the plans for joint research with these companies?
- Which type of support from the CDG would you need for initiating or strengthening contacts with companies?

4. Effects of the project beyond the scientific field

Brief comments on specific effects beyond the research field, including activities outside the sphere of academia.

5. Other important aspects (examples)

- Project-related participation in national and international scientific / scholarly conferences, list of most important lectures held
- Organisation of symposiums and conferences
- Prizes / awards
- Any other aspects

III. Attachments

(lists may be as long as required)

1. Scholarly / scientific publications

Publications may only be listed if they relate directly to the project. **Up to three of the most important publications** should be highlighted as such (e.g., printed in bold letters).

Please note: In accordance with the guidelines of the FWF concerning Open Access, with the submission of the final report, **all peer-reviewed publications that resulted from the project have to be made openly accessible** (see: <http://www.fwf.ac.at/en/research-funding/open-access-policy/>). Exceptions to this rule, for instance, if a publication medium explicitly does not permit Open Access, must be proven. For projects funded after 1 January 2015, no exceptions are possible.

For inquiries relating to the refund of publication costs, please contact Katharina Rieck at publikationskosten@fwf.ac.at. Please note that funding for publication costs can be requested (under the original project number) for up to three years following completion of a project.

Please indicate, at the end of every peer-review publication (in brackets), the Open Access (OA) type as follows:

- Gold OA = published in Open Access journal, with or without an author fee (see register of all Open Access journals <http://www.doaj.org/>)
- Hybrid OA = published in a subscription journal but Open Access with an author fee (see http://en.wikipedia.org/wiki/Hybrid_open_access_journal)
- Green OA = self-archived electronic copy of the final “accepted manuscript” which might include an embargo period (see: <http://www.fwf.ac.at/en/research-funding/open-access-policy/>)
- Other OA = any other type of Open Access
- No OA = not published Open Access

1.1. Peer-reviewed publications / already published

(journals, monographs, anthologies, contributions to anthologies, proceedings, research data, etc.)

Citations should be provided in a **commonly used format**. For each work, the publication list **must mention the following**:

- Author(s)
- Title

- Journal
- Issue
- Year
- Pages
- DOI (if available) and/or ISBN (for books)
- If Open Access, URL
- Open Access (OA) type

1.2. Non peer-reviewed publications / already published

(journals, monographs, anthologies, contributions to anthologies, research reports, working papers / preprints, proceedings, research data, etc.)

Citations should be provided in a **commonly used format**. For each work, the publication list **must mention the following**:

- Author(s)
- Title
- Journal
- Issue
- Year
- Pages
- DOI, ISBN, or URL (if applicable)
- Open Access (if applicable)
- Open Access (OA) type

1.3. Planned publications

(journals, monographs, anthologies, contributions to anthologies, proceedings, research data, etc.)

Planned publications **should mention the following** (if already known):

- Author(s)
- Title
- Sources (journal, series, proceedings, book et al.)
- URL (if applicable)
- Peer review (yes/no)
- Status (in press / accepted, submitted, or in preparation)

2. Most important academic awards

Please name specific academic awards, honours, prizes, medals, or other merits and indicate the name of the award and whether it is an award received in a national or international context.

3. Information on results relevant to commercial applications

(please make copies of the list if needed)

Type of commercial application:

- 1) Patent
- 2) Licensing
- 3) Copyrights (e.g., for software; no publications)
- 4) Others

Commercial applications	Please fill in
Type of commercial application	
Subject / title of the invention / discovery	
Short description of the invention / discovery	
Year	
Status	<input type="checkbox"/> granted <input type="checkbox"/> pending
Application reference (or patent number)	

4. Publications for the general public and other publications

Please indicate the type of dissemination activities. Here we are interested in absolute figures. Please separate between national and international publications and use the following categories:

- 1) Self-authored publications on the World Wide Web
- 2) Editorial contributions in the media (print, radio, TV, www, etc.)
- 3) (Participatory) contributions within science communication
- 4) Popular science contributions (books, lectures, exhibitions, films, etc.)

5. Development of collaborations

Please describe the most important collaborations (no more than five) that took place (i.e., were initiated or continued) in the course of the project. Please provide the name of the collaboration partner (name, title, and institution) and a few words about the scientific content.

Please indicate **name** and **institution** and **categorise** each collaboration arrangement as follows (i.e., name, institution, AUT, F, W):³

- **N:** Nationality of collaboration partner (please use the ISO 3-letter country code)
- **G:** Gender (female, male, other)
- **E:** Extent
 - E1: low (e.g., no joint publications, but mention in acknowledgements or such)
 - E2: medium (collaboration, e.g., with occasional joint publications, exchange of materials or such, but no long-term exchange of personnel);
 - E3: high (extensive collaboration with mutual hosting of group members for research stays, regular joint publications, etc.)
- **D:** Discipline
 - W: within the discipline (within the same scientific field)
 - I: interdisciplinary (involving two or more disciplines)
 - T: transdisciplinary (collaborations outside the sciences)

³ **Note:** General scientific contact and occasional meetings should not be considered collaborations for the purposes of this report.

6. Development of human resources in the course of the project

(Absolute figures with an indication of status (in progress / completed))

Note: It is not possible to assign a *venia* thesis / work (*Habilitation*) to a single project; here it is necessary to mention those *venia* theses for which the project was important. A similar caveat applies to PhD and diploma theses: The FWF does not support thesis work but instead funds the scientific work that forms the basis for such theses.

Development of human resources	In progress	Completed	Gender (f/m/o)
Full professorship			
<i>Venia</i> thesis (<i>Habilitation</i>) / equivalent senior scientist qualification			
Postdoc			
PhD theses			
Master's theses			
Diploma theses			
Bachelor's theses			

7. Applications for follow-up projects

(Please indicate the status of each project and the funding organisation)

7.1. Applications for follow-up projects (FWF projects)

Please indicate:

- Project type (e.g., stand-alone project, SFB, DK, etc.)
- Project number (if applicable)
- Status (granted / pending / in preparation)

7.2. Applications for follow-up projects (other national projects)

(e.g., FFG, CD Laboratory, K-plus centres, funding from the Austrian central bank [OeNB], Austrian federal government, provincial agencies, provincial government, or similar sources)

Please indicate:

- Funding agency
- Project number (if applicable)
- Project type
- Title / subject
- Status (granted / pending / in preparation)
- Total costs (if granted)

7.3. Applications for follow-up projects (international projects)

(e.g., EU, ERC, or other international funding agencies)

Please indicate:

- Country
- Funding agency
- Project number (if applicable)
- Project type
- Title / subject
- Status (granted / pending / in preparation)
- Total costs (if granted)

IV. Cooperation with the FWF and the CDG

Please rate the following aspects with regard to your interaction with the FWF and the CDG. Please provide any **additional comments (explanations)** on the supplementary sheet with a reference to the corresponding question / aspect.

Scale:

- | | | | |
|-----|-----------------------|-----|----------------|
| - 2 | highly unsatisfactory | - 1 | unsatisfactory |
| 0 | appropriate | + 1 | satisfactory |
| + 2 | highly satisfactory | X | not used |

Cooperation with the FWF and the CDG (i.e., guidelines for: funding programme, application, use of resources, reports)	Rating
Application guidelines	
▪ Length	
▪ Clarity	
▪ Intelligibility	
Procedures (submission, review, decision)	
▪ Advising	
▪ Duration of procedure	
▪ Transparency	
Project support: advising	
▪ Availability	
▪ Level of detail	
▪ Intelligibility	
Financial transactions	
Credit transfers, equipment purchases, personnel management	
Reporting / review / exploitation	
▪ Effort	
▪ Transparency	
▪ Support in PR work / exploitation	

Comments on cooperation / interaction with the FWF and the CDG: