Final Project Report Guidelines for the Programme
Open Research Data (ORD)
Please include/consider the following in the final project report:

- Target audience: peer reviewers
- To be written in the language of the original application
- **Length in total:** at minimum 12,000 **characters** including spaces (1,800 words), not to exceed 18,000 **characters** including spaces (or 2,700 words)
- **Formatting:** 11 pt. font with 1.5 line (15-20 pt.) spacing and at least 2 cm margins
- If a formal **data management plan** exists, please provide a link below or add the DMP as a supplement to this final report

1. **Report on research work**

1.1. **Data description**

- Please briefly address the questions below and provide the metadata of the data set(s)
  - What kind of data/source code was generated or reused?
  - How were the research data generated and which methods were used?
  - Where is the research data available and what strategy for long-term preservation is in place?
  - What information is needed for the data to be read and interpreted in the future?
  - Were there any legal and ethical issues?
  - Who is the target audience?
  - What data could not be made openly accessible and why not?
- Metadata of the data set(s)
  - Author(s)
  - Title
  - Year of publication
  - Format
  - Size
  - Repository
  - DOI or other persistent identifier
  - License

1.2. **Did you or other researchers generate new research questions or research results from the data?**

1.3. **What were the greatest obstacles/challenges to be overcome during the project?**
1.4. **Information on the execution of the project, the use of available funds and (where appropriate) any changes to the original project plan**

- Please describe briefly the following points:
  - Duration;
  - Use of personnel;
  - Major items of equipment purchased.

- Were there any significant deviations from the original plan? If so, please describe them briefly. The decision as to what should be regarded as a “significant deviation" is the responsibility of the principal investigator. As a guideline, any deviation of more than 25% from the original financial plan or work schedule should be accounted for.

2. **Career development – Importance of the project for the research careers of those involved (including the principal investigator)**

Briefly describe the project’s effects on the research careers of all project members, including special qualifications and special possibilities or opportunities opened up by the project.

3. **Effects of the project beyond the scientific/scholarly field**

Did your project have any effects beyond the scientific/scholarly field? If so, describe those effects, including activities outside the sphere of academia.

4. **Other important aspects**

Briefly mention the following points (if applicable):

- Publications in preparation/submitted/accepted/in press;
- Project-related participation in national and international scientific/scholarly conferences and a list of the most important lectures held;
- Organisation of symposia and conferences;
- Ongoing applications for patents or licences;
- List of the most important pending applications for grants;
- Any other aspects.