GUIDELINES ON INTERIM AND FINAL REPORT

The Volkswagen Foundation expects to receive a final report within three months following the end of funding. In the event of projects with duration of two years or more, interim reports have to be submitted on an annual basis. Please send all such reports via the application and reporting portal https://portal.volkswagenstiftung.de (see 3.). Only copies of books should be sent by surface mail. A detailed statement of account is to be provided under separate cover in order to complete the final reporting documents.

In the event of funding initiatives with applications in English, the report should also be in English. Projects comprising several different subprojects should submit a single consolidated report. Interim reports should refer only to the reporting year, and final reports should cover the entire period of funding. All reports must contain a text with a description of the project's progress, and a set of forms. These can be found in the application and reporting portal and completed online.

1.   Report forms

The forms are adapted to suit the respective funding initiative. Details must be included concerning the staff funded through the grant, the most important publications issuing from the project, etc. The relevant documents can be uploaded as attachments.

2.   Report text

Interim report texts should not exceed 6 pages; and the final report not more than 12 pages, to be structured as follows:

- Scientific results

- Contribution towards the funding initiative's specific goals

- Self-assessment in comparison with the original goals and planned objectives (e.g. unexpected findings, other intrinsic/methodological divergence)

- Gain in knowledge as result of interdisciplinary and international cooperation

- Inclusion of junior researchers

- Further perspectives and sustainable effect of the project

- Other aspects (e.g. any particular advantageous or constraining circumstances, appraisal of cooperation, integration in the scientific or institutional environment)

3.   How to use the application and reporting portal

https://portal.volkswagenstiftung.de

Registration: Your user name (e-mail address) and the password used for your application remain valid. If need be, under "account" you can update the name of your institution and e-mail address. Project participants who do not have a user account have to create one.

Creating reports: All co-applicants are able to complete the forms and upload files.

Report authors: Other persons not involved in the application procedure can be invited to work on the report, e.g. members of the project team.

Report forms: The data entered in prior reports forms are carried forward, i.e. following the first report it is only necessary to include updates.

Report text: Only upload PDF files. This also applies to the attachments.

N.B. Do not forget to send your finished report (press submit button).