

Guidelines for annual report

The annual report of an SSF project should be completed and entered in the forms in the application portal (<http://apply.strategiska.se>) before the end of March 31 after each calendar year, between the start and end date of the project. The purpose of the annual report is to assess how the project is proceeding in relation to the project plan, in all aspects. It is not expected that the project plan will be unchanged and followed for five years without deviations, and it is not expected that all milestones will be achieved at specified dates with specified performance. But being able to understand the challenges and surprises (both positive and negative), how these affect the project, what actions have been/will be taken and how the plans have been/will be changed, is useful information for SSF. This is especially important when there are delays or other major changes.

The following is a list of questions that may serve as a guideline to help generating efficient reports. Note that the questions below are not relevant for all type of grants – please adjust to reflect your project. For example, less information is required for a small individual mobility grant than for a Strategic Research Centre. Please find the correct field for each point below in the application portal annual report form:

- What are the main results in each work package for the reported period, in relation to the approved project plan?
- What deliverables and milestones have been completed, and what will happen to those in the plan that have not been completed in time?
- What particular challenges have appeared, in each work package?
- What particular breakthroughs have been made, in each work package?
- When there are deviations (especially delays):
 - how do these affect the project?
 - what actions have been/will be taken?
 - how has the plan or milestone schedule changed?
- How has the recruitment plan been implemented?
- What publications have been generated directly by the project?
- How is the spending in the project following the financial plan, for each project partner?
- What more has happened that is important for the research in the project or its relevance?
- What educational efforts have been made, and what educational effects, such as PhD dissertations, summer schools, etc., have been achieved?
- What knowledge capital has been created in the form of methods, models, software, data, designs or inventions?
- What dissemination/communication activities have been completed?
- To what practical use are the results obtained so far?
- What activities have been conducted with external parties and/or stakeholders?
- What utilisation/exploitation efforts have been made? What IPR and other agreements have been made with what external parties?
- Who has left the project, with or without an exam, and where to?