

Guidelines for final report

The final report of an SSF project should be completed and delivered to the Foundation at the end of the project. The purpose of this report is to provide a basis for the final assessment of the project and it is thereby an important receipt for SSF and for the project management. It should contain a comprehensive account of the history and the activities of the project. Note that the headlines 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 as the former has no board, etc.

The report shall be written in English and is uploaded (pdf-format) in connection with the final annual report in the SSF application portal found at: <http://apply.stratresearch.se>. Please adhere to this headline structure.

Summary

An executive summary of the report.

1. Background, objectives and organization of the project

An introductory description of the project with respect to:

- 1.1 Background, motivation and long term vision
- 1.2 Goals and objectives
- 1.3 The basic organization; leadership, research environment, relation to other grants etc.
- 1.4 The changes made to the project during its period, with reference to the original objectives.
- 1.5 List the members of the project steering group or board in appendix A1 and their activities and responsibilities in appendix A2 (if applicable).

2. The research of the project

A description of the research of the project and the results. Please compare with the objectives in the original project plan and with state-of-the-art. The following aspects are relevant:

- 2.1 The scientific approach and the results compared to the scientific objectives. List all projects here that have been part of the project at any time, and identify the researchers involved in each project. Include a short presentation of the scientific results of each project, commenting on their degree of scientific success. Explain briefly if some projects have been discarded.
- 2.2 List participating researchers (senior researchers, postdocs etc.) as appendix A3. Include university and department, type of position, PhD-year and gender. Please also specify new recruitments and describe the competition in the recruitment process and please comment on gender equality aspects (e.g. efforts to increase the number of women in leading positions). Please explain if the resource distribution has been changed compared to the original proposal/plan during the granting period (from one research group to another).
- 2.3 Enclose a list of selected publications pertaining to the project as appendix A4. The list should include only those publications in which the contribution from the Foundation is acknowledged.
- 2.4 Describe the most important activities (conferences, workshops, summer schools, communication activities, industry meetings etc.) here, and include a full list of events as appendix A5.

3. Strategic relevance:

A description of short-term impact and long-term relevance of the research project, for industry and society at large. Enclose the following descriptions of outcomes from the project:

3.1 How have the project members ensured that PhD's and research results from the project are incorporated or utilized by industry and society?

3.2 Describe the collaboration with industry and other parts of society (supervision, mentoring, contracts for joint projects, etc.).

3.3 Describe the industrially or societally relevant results of the project. List the innovations and prototypes that have been produced, spin-off companies, etc., in appendix A6.

3.4 Describe the intellectual assets and property rights developed by the project. List these in appendix A7. Please specify any exploitations or plans for exploitation.

3.5 Which research results of the project have been [or will be within six months of the project's contractual expiration] implemented by industry/society?

3.6 Which activities, publications, etc. have been directed towards the general public or to younger people?

3.7 If your project was eligible for 3% "nyttiggörande" please describe here how these resources were used, the effect of them, and future plans.

4. The graduate training of the project

A brief description of the graduate training of the project. At least the following aspects are relevant:

4.1 Has the project contributed to an improved graduate training? List new courses developed specifically for the project in appendix A8, and describe briefly their characteristics compared to previously available courses. For each course, specify the number of internal and external participants. Consider also effects on undergraduate education.

4.2 Which younger researchers have been able to establish themselves as independent group leaders in academy or research leaders in industry as a result of the project?

4.3 List the students and their exams (or lack of) in appendices A9-A12

5. Collaborations

Describe and where possible quantify the objectives, the forms, the extent and the contents of the following types of collaboration and/or interdisciplinarity:

5.1 Scientific collaborations within the project between participating groups

5.2 Scientific collaboration between different disciplines and departments (shown in joint subprojects, publications etc.)

5.3 International collaboration, including participation in EU projects (shown in mutual projects, regular exchange of researchers, shorter visits, etc.)

5.4 Collaboration with industry and other parts of society (supervision, mentoring, contracts for joint projects, intersectorial mobility, etc.).

5.5 What has the project meant to the researchers in the project? New research directions, new types of collaborations, etc. could be relevant here. List any awards presented to participating researchers in appendix A13.

6. Continued work after the project is finished

A description of the expected organization of the activities within the project after the SSF funding expires.

6.1 What are the main lessons learned from the project? What are its most important, scientific as well as non-scientific, achievements and shortcomings?

6.2 What will happen to the project?

6.3 Give a brief long term perspective on the field of the project.

7. Costs

A summary of the annual economic reports earlier presented to the Foundation should be presented (see submitted annual reports in the SSF portal). If relevant, please comment on the overall distribution to sub projects. If relevant, please comment on other funding that has been granted to the project. Please comment on any deviation from the previously submitted annual reports.

	Year 1	Year 2	Year 3	Year 4	Year 5	Sum
PI salary						
Seniors salary						
Postdocs salary						
PhD:s salary						
Other salary						
Equipment						
Material						
Travels						
Administration						
Information						
Consultants						
Other costs						
Sum costs						
Overhead						
% OH						
Sum incl. OH						
Sum incl OH and VAT						

If your project was eligible for 3% "nyttiggörande" please also summarise these here.

8. External information and other activities

What efforts have been made to disseminate information about the project? Please describe these activities, e.g. conferences, seminars, information campaigns, etc.

9. SWOT analysis

If applicable, comment on the SWOT analysis (or equivalent) that you made in the application and/or the mid-term report. How did the analysis pan out at the end of the project?

10. Programme specific information

SSF may require additional, programme-specific, information in the final report. Instructions for this will be given by SSF in such cases.

A. Appendices

- A.1 A list of everybody who has at any time been a member of the project steering group or board, including affiliation and their period (if applicable).
- A.2 A list of the activities and responsibilities of the steering group (if applicable).
- A.3 A list of the researchers (senior researchers, postdocs, ...) including university and department, type of position, project, PhD-year and gender. (NB. Students are the subject of appendix A.7-9)
- A.4 A list of selected publications (theses, books, articles in refereed journals, papers presented at conferences, reviews, other publications). If possible, indicate publications with international and/or industrial co-authors. Only publications where SSF funding is relevant and thus duly acknowledged should be included.
- A.5 A full list of events organised by the project (conferences, work shops, summer schools, industry meetings, etc.)
- A.6 A list of innovations and prototypes that have been produced, spin-off companies, etc
- A.7 A list of intellectual assets and property rights awarded or pending. Specify any exploitations or plans for exploitation.
- A.8 A full list of all graduate/post-graduate courses developed within the project.
- A.9 PhD exams. Enclose an updated list of students who have completed their PhD. Include PhD-year, gender, thesis title, supervisor(s), university department, university of basic academic training, total amount of Foundation funding, and employer six months (or at a later time if available) after exam.
- A.10 Lic. exams. Ditto for students who have completed a licentiate exam.
- A.11 Future exams. Enclose a similar updated list of students who have been at any time financed by the Foundation, but who have not yet completed their exam. Specify also the expected time for exam and the reason why they have not completed their exam yet.
- A.12 No exams. Enclose a similar updated list of students who have been at any time financed by the Foundation, but who are no longer expected to complete their exam. When appropriate, specify their employer six months (or an available time) after their leave.
- A.13 A list of awards to participating researchers, etc.

In addition to the official document, and for the general learning process of the Foundation only, we are interested in obtaining the personal reflections of the project leader and the chairman of the project board or steering group. These reflections could take any form, but the following questions are of interest to us and could perhaps be indicative:

B Questions for the Project leader(s)

- B.1 If the project had been set up today, what changes would you have made to it given everything that you now know [apart from the research results, of course]?
- B.2 What – if anything – will ultimately be the main impact of the project on society and academy?
- B.3 What do you expect will happen [What has happened...] to the activities within the project after the Foundation funding has expired?
- B.4 What were the problems of the project?
- B.5 What was the most fun with the project?
- B.6 Your main complaints and appreciations of the Foundation?
- B.7 Your view of the project board or steering group and its role?

C Questions for the Chairman (if applicable)

- C.1 If the project had been set up today, what changes would you have made to it given everything that you now know?
- C.2 What – if anything – will ultimately be the main impact of the project on society?
- C.3 What do you expect will happen [What has happened...] to the activities within the project after the Foundation funding has expired?
- C.4 What were the problems of the project?
- C.5 What was the most fun with the project?
- C.6 Your main complaints and appreciations of the Foundation?
- C.7 Your view of the project leader and his/her role?