

Guidelines for mid-term report

The purpose of the report is to provide a basis for a mid-term assessment of the research project. The report should contain an account of the activity up till now as well as plans for the remaining period of the project. The report will be an important document for the assessment of scientific quality and strategic relevance of the project. A comparison of the results achieved so far with the objectives and milestones expressed in the original project plan is of high importance.

The mid-term assessment may result in advice to the grant holder and to the Foundation for similar future programmes. The outcome of a mid-term evaluation may also result in reductions of your project budget. In this case a revised research plan will be required.

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

Summary

An executive summary of the report (1 page).

1. Background, objectives and organization of the project

An introductory description (2-3 pages) of the project with respect to:

- 1.1 Background, motivation and long term vision
- 1.2 Concrete goals and objectives
- 1.3 The start-up process. Have there been delays or other changes related to the original approved application? If so, for what reasons?
- 1.4 The basic organization, leadership, relation to other grants, etc.

2. The research of the project

A description of the research - its results so far and future plans. Compare the results so far with the objectives and milestones in the original project plan and to state-of-the-art. The following aspects are relevant:

- 2.1 Participating researchers (senior researchers, postdocs etc.)
- 2.2 A brief description of the scientific results of the project. Enclose a list of selected publications (books, articles in refereed journals, papers presented at conferences, reviews, other publications), awards, etc.
- 2.3 Future research plans for the remaining years of the project period. These should be related to the goal and objectives of the project. All changes in relation to the original project plan should be noted.

3. Strategic relevance

A description of short-term and long-term relevance of the research project for industry and society at large. Enclose a list of selected innovations, patents registered and exploited; spin-off companies founded or other intellectual properties that you have developed, ownership, and your plans for them.

4. The graduate training of the project

A short description of the graduate training (if any) of the project.

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, innovations and prototypes based on research performed within the project, etc.)

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. Which parts of the project do you consider your most valuable contributions to the total research system in Sweden?

7. Budget of the project

A summary of the economic reports for the first years and a budget for the remaining years.

8. External information and other activities

What efforts have been made to disseminate information about the activities of the project? Describe other activities within the project, e.g. conferences, seminars etc.

9. SWOT analysis

Include an analysis of the research's perceived Strengths, Weaknesses, Opportunities and Threats. Strengths and weaknesses refer to the internal capabilities of the project, i.e. are under its control, and should be regarded relative to competitors, whereas opportunities and threats are found in the external environment, usually outside the control of the project.

10. Programme specific information

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