

Guidelines for the final report

The final assessment of the scientific quality and the strategic relevance of a programme will provide feedback necessary to the Foundation to improve its support for Swedish research. It is carried out after the formal end of the project and will be an important receipt to the project management.

The final report of an SSF project should be completed – to the extent possible – 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. The report should also serve as the primary reference for future discussions about the project, and thus be an important document for posterity. 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 an individual grant than for a Strategic Research Centre as the former has no Steering group, 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: www.stratresearch.se

Table of contents

Summary

An executive summary of the report (1 page).

0 The objective(s) of the project

What the project was supposed to be about (compared to what it actually was about).

Throughout the report comments on the position and results achieved compared with the objectives, milestones, and deliverables expressed in the proposal/modified research plan/etc should be included.

1 History of the project

The history of the project with emphasis on:

1.1 The conception of the project, the background, motivation and original vision. Describe briefly the larger setting of the project, i.e. how it has complemented other activities of the participating research groups, incl. their financing, and how this has varied from the beginning to the end. Please indicate the level of project funding as overall share of participants' funding during the project.

1.2 The basic organization, relation to other grants etc.

1.3 The changes made to the project during its period. In particular, which changes were induced by the mid-term evaluation carried out by the Foundation? By other evaluations?

1.4 List the members of the project steering group (if applicable) in appendix A1 and their activities and responsibilities, as specified by the project, in appendix A2.

2 Scientific results of the project

A description of the research of the project and the different projects. The following aspects are relevant:

2.1 Describe 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. Comment on their degree of scientific success and explain briefly why some projects have been discarded/omitted before fruition (if any).

2.2 List participating researchers (senior researchers, postdocs etc.) as appendix A3. Include university and department, type of position, year-of-birth and gender. Specify also new recruitments made and describe the competition in the recruitment process. Comment upon gender equality aspects (e.g. efforts to increase the number of women in leading positions). Have resources been moved (compared to the original proposal/plan) from one research group to another during the granting period? Why?

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. Include a bibliometric analysis comparing the situation at the beginning and the end of the project.

2.4 Describe the most important activities (conferences, work shops, summer schools, industry meetings, ...) here, and include a full list of events as appendix A5.

3 The "graduates" of the project

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

3.1 Has the project contributed to an improved graduate training? List all new courses developed specifically for the project in appendix A6, and describe briefly their characteristics compared to previously available courses. For each course, specify the number of internal and external participants (cf 5.3). Consider also effects on undergraduate education.

3.2 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?

3.3 List the students and their exams (or lack of) in appendices A7-A10

4. Impact of the project – to industry and society

4.1 Describe the industrially or societally relevant results of the project. List the innovations and prototypes that have been produced, spin-off companies founded or being contemplated, etc in appendix A11.

4.2 How has the project ensured that the people and research produced within the project are utilized by the society, by industry?

4.3 Describe the 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.)

4.4 Describe the intellectual property rights developed by the project. List the patents and pending patent applications in appendix A12.

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

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

5 Impact of the project – to the academic system

5.1 Describe the scientific collaborations between different disciplines and departments (shown in joint subprojects, publications etc.).

5.2 Describe the cooperation between the universities originally involved in the project as well as with other universities (both scientific and administrative aspects).

5.3 Describe the cooperation with other Foundation projects (joint courses, meetings, projects, etc)

5.4 Describe the international collaboration, including participation in EU projects (shown in mutual projects, regular exchange of researchers, shorter visits etc.)

5.5 Describe the project contributions to the mobility of students and researchers

5.6 How has the project improved academic research? Which parts of the project do you consider your most valuable contributions to the total research system in Sweden?

5.7 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.

5.8 Describe the relations with the host university and other participating universities.

5.9 What has the project meant for the universities locally?

5.10 Has the project contributed to improvements in the handling of immaterial rights at the universities?

5.11 What changes in the university system have been induced by the project?

6 Lessons from the project

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

7 Outlook

7.1 What will happen to the project?

7.2 Give a long term perspective on the field of the project. Will the project appear important ten years from now? Why?

8 Economic report

A summary of the annual economic reports earlier presented to the Foundation should be presented, see below. 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.

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

A Appendices

A.1 A list of everybody who has at any time been a member of the project steering group including affiliation and their period.

A.2 A list of the activities and responsibilities of the steering group (if any)

A.3 A list of the researchers (senior researchers, postdocs, ...) including university and department, type of position, project, year-of-birth and gender. (NB. Students are the subject of appendix A.7-9)

A.4 A list of selected publications (books, articles in refereed journals, papers presented at conferences, reviews, other publications). Indicate clearly publications with international and/or industrial co-authors. What is the cross-national share? The cross-university share? The cross-departmental share? The cross-project share? 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, ...)

A.6 A full list of all graduate/post-graduate courses developed within the project.

A.7 PhD exams. Enclose an updated list of students who have completed their PhD. Include at least year of birth, gender, thesis title, supervisor(s), university department, year of degree, university of basic academic training, total amount of Foundation funding received, and employer six months (or at a later time if available) after exam.

A.8 Lic exams. Ditto for students who have completed a licentiate exam.

A.9 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.10 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.11 A list of innovations and prototypes that have been produced, spin-off companies founded or being contemplated, etc

A.12 A list of patents awarded or pending. Specify any exploitations or plans for exploitation, etc.

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 steering group. These reflections could take any form, but the following questions are of interest to us and could perhaps be suggestive:

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 steering group and its role?

C Questions for the Chairman(-men)

- 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?