Report guidelines for research projects supported by the GSU research fund

1. General information
   1.1. Project title
   1.2. Call No. / Year of approval
   1.3. Name of applicant
   1.4. Institute /Department
   1.5. Contact Information
   1.6. Official position and Contract period for temporary contracts

Additional for Call No. 1:
   1.7. Study course or doctoral subject / currently acquired title
   1.8. supervisor of the project (professor or postdoc)

Additionally for a group application for Call No. 1 and 2:
   1.9. Project team and work distribution if applicable; adjustments if applicable

Additionally for Call No. 5:
   1.10. Information on extent of teaching responsibilities (comparison to previous extent)

2. Research Project Report

   Progress Report (max. 3 pages)
   2.1. Short project summary
   2.2. Research objective(s)
   2.3. Presentation of present results
   2.4. Can the work program be executed in the manner it was planned? Do changes have to be applied? If yes, which changes and why?

   Final report project (max. 5 pages)
   2.5. Project summary
   2.6. Research objective(s)
   2.7. Presentation of results
   2.8. Discussion of results and future perspective
   2.9. Could the research objective(s) be answered?
   2.10. Could the project be implemented in the planned timespan and with the planned resources?
   2.11. Which problems did occur during the process (e.g. not enough subjects, wrong method, too little time)? How were these addressed?

   In case of initial funding (Call No. 2 and Call No. 3)
   2.12. Could all proposal preparing activities be fully implemented? Was an adaption necessary?
   2.13. Could the grant application for external funding be submitted to the intended funding organization? Or was the application submitted to another funding organization? Was no application submitted? Please name reasons.
   2.14. Did the funding organization already give feedback?

07.02.2019
2.15. In case of rejection: statement about the assessments
2.16. Were further project related proposals authored/ submitted? If yes, to which funding organization?

Please attach funding proposals and reviews (see 5.) Accepted proposals serve as best practice examples for other scientists at the DSHS.

**Additionally for Call No. 5:**
2.17. How do you transfer the research findings to teaching?

3. **How does the project influence your research perspective / scientific career?**
   3.1. Did the funding influence the development of your scientific career positively? Please explain your answer briefly.
   3.2. Did the funding refine your research profile and did you enhance your abilities to work independently in a scientific environment? Please explain your answer briefly.
   3.3. Did the funding support your wish to work in a scientific environment in the future?
   3.4. Do you already have a future perspective?

4. **Handling of project results and further project activities**
   **tabular listing**
   - Publications (status: in process, submitted at, rejected by, number of submissions)
   - Conference participations (including number of posters and presentations)
   - Awards, if applicable
   - Trips abroad
   - Cooperations (inside the institution, national, international)
   - Submitted proposals, approvals, rejections, reviews
   - Other funding, patents, spin-offs
   - Further education (please name title)
   - Possible uses for other scientists (project presentation/conference (in-house), public data storing systems, article in “Kurier” or “Impulse”, FIS-entry)

07.02.2019