

EFSD – FINAL REPORT GUIDELINES FOR GRANT AWARDS

It is mandatory that EFSD award recipients provide a scientific report on their funded project. Please submit this by PDF file attachment to the EFSD Office foundation@easd.org as soon as possible after completion of the project but at the latest within 6 months.

Note: Funding of any other projects cannot commence until a currently funded project has been completed and the final report has been submitted and accepted.

Your report should contain the following information:

- **Date**
- **Name of Investigator**
- **Names of all those involved in the project (e.g. PhD students, post-docs)**
- **Programme Title & Year**
- **Project Title**
- **Scientific Abstract of the Project**
Please reproduce the original abstract presented in the application
- **Scientific Report**
This should be no more than 3 pages long, excluding figures and references. The following details should be included:
 - a. Aims of the project
 - b. Results obtained
 - c. Publications/presentations to date
 - d. Planned manuscripts
- **Budget**
 - i. Total amount received
 - ii. Total amount spent, with breakdown by budget line vs. specific amounts awarded for salaries, supplies, travel, equipment, overheads
 - iii. Financial declaration
The following statement should be included in the financial report.
“The EFSD grant for this programme has been deposited with this university/institution and used for staff, consumables and other appropriate scientific costs according to university and EU approved procedures. Invoice and staff costs are stored by the university/institution”
- **Project Period**