**Annual report template 2024 – Technical and natural sciences**

The annual report is used by Villum Fonden to monitor the progress of your project, both scientifically and in relation to your project organization. We also welcome feedback on your interaction with the foundation.

Annual reporting on grants within the area of Technical and Natural Sciences is made up of three parts.

1. Submission of scientific output in Researchfish[[1]](#footnote-2)
2. Submission of accounts (stamped and signed by your institution) and a revised budget by e-mail to Villum Fonden: [tech-nat-reporting@villumfonden.dk](mailto:tech-nat-reporting@villumfonden.dk)
3. Submission of a brief written annual report (this document) by e-mail to Villum Fonden: [tech-nat-reporting@villumfonden.dk](mailto:tech-nat-reporting@villumfonden.dk)

The annual report will be evaluated by the secretariat in Villum Fonden; thus, it is important that the report is written for non-specialists within the field of research.

The above-mentioned three parts need to be approved by Villum Fonden before the annual installment of your grant can be paid out.

**Details**

|  |
| --- |
| Villum Programme:  Villum project number:  Project title:  Name of PI: |

**People**

Please list all staff working on the grant, including yourself (PI), other VIP (scientific staff) and TAP (e.g. technical staff). BSc and MSc students are excluded.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Number of months in 2024 spent on project** | **Funded by Villum Fonden (%)** | **Nationality**  **(e.g. American)** | **Gender (M/F)** | **Year of birth**  **(yyyy)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Education of PhD students and postdocs is considered the most important mechanism for transfer of new knowledge to society by Villum Fonden. The above data will be used in Villum Fonden’s annual Impact report.

We ask you as the PI to inform your staff that you have provided the above information to Villum Fonden.

**Educational activities**

Please list educational activities that the above-mentioned ’People’ have contributed to, including BSc, MSc, and PhD courses. Also list summer schools and courses given abroad. Please state ECTS points (if possible) and length of the course.

|  |  |  |
| --- | --- | --- |
| **Title of activity** | **ECTS** | **Length of course (hours)** |
|  |  |  |
|  |  |  |
|  |  |  |

Please list the number of PhD, MSc and BSc students supervised in the project.

|  |  |  |
| --- | --- | --- |
| **Number of PhD students** | **Number of MSc students** | **Number of BSc students** |
|  |  |  |

**Project**

(max. 3 pages)

1. **Project abstract**

*About ½ page in total. The abstract should be considered as an introduction to readers who are not familiar with your project or to non-specialists.*

1. **Project status**

*Write a summary of the progress of the project in 2024. Please include project activities, recruitments, and preliminary results.*

* + *Conclude by stating the most important results of the year, e.g. discoveries, publications, outreach activities, keynotes, awards, etc.*

1. **Challenges in 2024**

*State scientific challenges or deviations from the projected plan and how that affects the research plan. You are also welcome to state any issues related to your host institution, HR, etc.*

1. **Planned project activities in 2025**

*Please include expected research activities and recruitments.*

1. If you have not received an invitation to sign up for Researchfish, please contact Villum Fonden. [↑](#footnote-ref-2)