**Final report template - Technical and natural sciences**

The final report is used by Villum Fonden to monitor how projects have progressed and completed, both scientifically and in relation to your project organization. We also welcome feedback on your interaction with the foundation.

Final 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-1)
2. Submission of final accounts (stamped and signed by your institution ) by e-mail to Villum Fonden
3. Submission of a brief written final report (this document) by e-mail to Villum Fonden.

The final 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.

Please submit accounts and final report in PDF format to your contact designated in your grant letter from Villum Fonden.

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

**Details**

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

**People**

Please complete an accumulated list of all staff who have worked 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 spent on the project** | **Funded by** Villum Fonden **(%)** | **Nationality**  **(e.g. American)** | **Gender (M/F)** | **Year of birth (yyyy)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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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 complete an accumulated list of educational activities that the above-mentioned ’People’ have contributed to, including PhD courses, courses at master and bachelor levels. 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)** |
|  |  |  |
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|  |  |  |

Please complete an accumulated list of 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 the grant period. Please include project activities, recruitments, and preliminary results.*

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

1. **Challenges in grant period**

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

**4) Future plans**

*Has the project given rise to new research ideas? Have new projects been considered or initiated based on these ideas? If so, please elaborate.*

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