

VILLUM FONDEN

Technical and natural sciences - Guidelines to reporting

❖ Link to templates: [Villum Fonden reporting Technical and natural sciences](#)

Annual reporting

Report on the activities and outcomes which were completed in the previous year.

This applies to all scientific programmes – except for Villum Experiment grantees – who are only required to submit an outcome report. Three parts should be submitted to the foundation:

1. A scientific report (word template) – submit as pdf
2. An outcome report (excel template) – submit as excel with project number in title
3. Accounts and updated budget (no template) – submit as pdf stamped and signed by your institution

Final reporting

Report on all activities and results performed during the project. The outcome report should only include activities from the final year.

This applies to all scientific programmes. Approximately three months after completing your project you should forward a final report to Villum Fonden. Three parts should be submitted to the foundation:

1. A final scientific report (word template) – submit as pdf
2. An outcome report (excel template) – submit as excel with project number in title
3. Final accounts (no template) – submit as pdf stamped and signed by your institution

Submission

Please submit all three parts in one email marked with the project number (find it in your grant letter) to: tech-nat-reporting@villumfonden.dk

Purpose

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

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

The information helps us understand both the scientific impact and the broader societal impact of the funded research.

By collecting these data Villum Fonden can evaluate the effectiveness of its funding programmes, report on the accumulated impact, and ensure transparency in how knowledge benefits both science and the public.

Your data will be used in the annual impact report. Read the latest impact report: [Villum Fonden Impact Report 2024](#)

Approval of your report

All parts of the reporting need to be approved by the foundation before the next or final instalment of your grant can be paid out.

Questions and guidance

If you have questions for your report e.g. on what to include – please forward these to: tech-nat-reporting@villumfonden.dk or search for information in these guidelines.

FAQ

Q: Should I use Researchfish (outcome reporting platform)?

A: No. Villum Fonden does not use the Researchfish platform from 2026 and onwards. Instead, you should use the Research outcome report (excel).

Q: Should I submit the data that I previously submitted via the Researchfish platform?

A: No, Villum Fonden has access to data submitted in Researchfish up until October 2025.

Q: What happens to the data that I have submitted in Researchfish?

A: Villum Fonden has stored the data on your grant.

You still have access to Researchfish if you have a grant from another foundation using Researchfish as their reporting platform.

Guide to the research outcome template (excel)

The sections below explain the fields that are to be completed in the excel template.

1. Sheet: General information and Staff and supervision

Fields marked with * are mandatory.

- **Villum programme**
Indicate the grant you have received.
- **Villum project number**
The unique number assigned to your project by the Villum Fonden (find it in your grant letter).
- **Project title**
The title of your project (as indicated in your grant letter).
- **PI name**
The name of the principal investigator.
- **Number of PhD students / MSc students / BSc students**
The number of PhD, master's, and bachelor's students supervised in the project.

Staff related to the grant

List all staff funded by the grant, including the PI, scientific staff (VIP), and technical/administrative staff (TAP). Do not include BSc and MSc students. Please note that year of birth is not required for technical/administrative staff (TAP).

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

- **Name**
Full name of the staff member.
- **Position**
Job title (e.g., postdoc, research assistant).

- **Number of months in 2025 spent on project**
Number of months the person worked on the project in 2025.
- **Funded by Villum Fonden (%)**
Percentage of the salary funded by Villum Fonden.
- **Nationality**
The nationality of the staff member.
- **Gender (F/M or other)**
Female, male, other
- **Year of birth (yyyy)**
- **ORCID**
A unique researcher ID number

2. Sheet: Publications with DOI

List all publications that have a DOI (Digital Object Identifier). Fields marked with * are mandatory.

- **Add title**
Enter the title of the publication
- **DOI**
Enter the DOI, e.g.: 10.1016/j.foodhyd.2021.107244

3. Sheet: Publications without DOI

List publications that do not have a DOI (Digital Object Identifier).

Fields marked with * are mandatory.

- **Title (*)**
Publication title
- **Type (*)**
Type of publication (e.g., report, article, book chapter).
- **Authors (*)**
All authors who contributed. List authors as in source.
- **Source (*)**
Name of the journal, book, or other source where the publication appeared.
- **URL**
Link for the publication.

- **Volume / Issue / Month / Year (*)**
Volume, issue, month, and year of publication.
- **Publisher**
Name of the publisher.

4. Sheet: Dissemination

Fields marked with * are mandatory.

Number of activities (*)

State how many times you performed this type of dissemination. For example, if you gave three public talks, write “3”.

Dissemination types:

Invited presentation or keynote at a conference

A keynote or invited presentation delivered at a scientific conference.

Presentation at a conference

Project results presented at a scientific conference.

Non-academic publication (magazine, newsletter, blog):

An article describing the research published in magazine, newsletter etc.

Organisation of conference/workshop:

Participation in organising a workshop for researchers in the relevant field.

Presentation for a public audience (non scientific):

Research findings were communicated to a non-scientific audience.

Media appearance (documentary, educational programme, podcast, news, interview):

The project was featured in a podcast, interview or a news segment.