![Swiss Programme for Research on Global Issues for Development]

Reporting Guidelines for mid-term and final reports of r4d projects of the thematically open calls

26.05.2018

The r4d project teams have to provide financial and scientific reports on a regular basis. This document provides the guidelines for the scientific reports (mid-term report and final report) as well as the template for the project factsheets.

The following rule applies:
The **Mid-term report** is due at project mid-term and covers the entire period of the first half of the project phase. The report should not exceed 15 pages.
The **Final report** is due once the project has ended and covers the entire period of the project from beginning to end. This report should not exceed 15 pages.

All reports shall be written in English, using Times New Roman, font size 12, single line spacing.

The reports are complemented by an updated project factsheet (see factsheet template for r4d projects at the end of the document) and by providing systematic Output data on mySNF (see printscreen below). The Output data feed the publicly accessible P3 database (www.p3.snf.ch).

Documents of reference for the reports are the initial project proposal, and the Results Framework (Impact, Outcomes, Outputs, Activities) of the respective project.

The following 8 sections shall be covered in the reports. Each section provides a set of guiding questions. Please answer them if appropriate and/or extend them by your own needs.

1.   Objectives

Please report here on the research objectives.

- What are the research objectives?
- Are they expected to be reached or have they been reached?
- If objectives are unlikely to be reached, why?
- Have new, potentially alternative objectives emerged?

2. Methods and approaches

Please report here on the most innovative concepts, methods, techniques, products, tools, or approaches that are identified, developed, validated or applied.

- What methods and approaches are developed/validated/applied in the project?
- Which methods and approaches are particularly useful in the context of developing countries?
- Which methods and approaches do not work as intended and why?

3. Results

Please describe the most important results, scientific evidence, and research-based solutions for reducing poverty and global risks.

- What are the most important research results up to now?
- What is the contribution of the findings to the international scientific literature and/or scientific debate?
- Which results are particularly useful for up-take to shape policy and/or practice?
- In case results are applied already, what is known about the most important intended/unintended, positive/negative changes related to them?

4. Implementation of communication and application strategy, set up of relevant stakeholder interactions and engagements

Please report on and assess the application and communication strategy and stakeholder relations established in your project.

- Who are the (potential) stakeholders to enable or drive change related to your topic?
- Which stakeholder relations were established in the project up to now and what are the experiences?
- Which stakeholders should be addressed/involved in the near future?
- Which incentives are used to support application?
- Is a policy dialogue for the implementation and impact of research results established and if so, how is it directed at national, regional, and global level?

5. Pathways to Impact

Please document research-based solution pathways for reducing poverty and global risks identified for your topic/project.

- What changes does the research seek to generate?
- Which communication channels are used to generate the desired change?
- What are the differences between the hypothesized changes from a scientific perspective and the actual situation?
- What is being done that the research results contribute to the desired impact(s)/change(s)?
- How can unintended negative impacts be avoided and important trade-offs be communicated?

6.   Research Partnerships

Please report on your experiences with establishing and managing international research partnerships.

- How were the research partnerships of your project initiated and established? To what extent are KFPE's 11 principles respected?
- What have been the biggest challenges in your research collaborations so far and how did you address them?
- Please list here also the academic degrees (BSc, MSc, PhD etc.) obtained within the projects by project team members in the partner countries.

The following two questions are not mandatory but the r4d programme will use any information provided for internal learning.

7.   Sustainable Development Goals

Please report on how your research contributes to one or several of the internationally agreed Sustainable Development Goals (SDG)

8.   Gender-sensitivity

Please report here how you address gender issues in your project (i.e. composition of the research team, involving research participants such as interviewees, probands etc.)

Factsheet Template for r4d projects

Please provide also two recent photos showing typical project situations (via mysnf or email to r4d@snf.ch)

Project title

Background

Aim

Relevance

Highlights and most important results

Website

Start of project

Duration

Geographic scope

Grantees, coordinator and partnerships

Grantees

Coordinator

Partnerships outside the project consortium

Contact