



Reporting Guidelines for the progress reports, mid-term report and final report of r4d projects in the thematic modules Social Conflicts, Employment, Food Security, Ecosystems, Public Health

26.01.2018

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

The reports will be used for synthesising progress within the thematic modules and will be shared with the r4d Steering Committee and SDC. Therefore reports within a module are due at the same date regardless of the start of the individual projects, i.e. the period covered by each report might differ between projects.

The following rule applies:

The **1st Progress report** covers the period between the start of research within phase 1 and the due date (15 July) minus 6 weeks, i.e. 31 May. Maximum 10 pages.

The **Mid-term report** covers the entire period of the research phase 1 and the due date (15 July) minus 6 weeks, i.e. 31 May. Maximum 15 pages (including a research plan for phase 2).

The **2nd Progress report** covers the period between the start of research within phase 2 and the due date (15 July) minus 6 weeks, i.e. 31 May. Maximum 10 pages.

The **Final report** covers the entire period of the research phase 1 and 2 up to the end date of the project. Maximum 10 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 screenshot below). The Output data feed the publicly accessible P3 database (www.p3.snf.ch).

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|-----------------------------------|--|---------------|-------------------------|--|---------------------------|----------------------|---------------|
| Lay summary | Start | Personal data | Scientific publications | Academic events | Knowledge transfer events | Public communication | Collaboration |
| Release of funds | Use-inspired outputs | Awards | Third-party funds | Follow-up projects | | | |
| Request for payment of instalment | Scientific reporting consists of a quantitative part (output data) and a qualitative part (scientific report). | | | | | | |
| Supplementary grants | Output data form | | | Scientific report | | | |
| Employee data | <ul style="list-style-type: none"> Structured data Definite output: e.g. published texts or manuscripts that have been accepted by a publisher, events that have taken place Can be updated at any time, even after the end of the grant. Publication in the research database P³ | | | <ul style="list-style-type: none"> Description of the conducted research work and research results Planned or submitted, but not yet accepted, publications Option of commenting on the output data | | | |
| Personnel changes | | | | | | | |
| Financial situation | | | | | | | |
| Financial reports | | | | | | | |
| Scientific reports | | | | | | | |
| Output data | | | | | | | |

Documents of reference for the reports are the initial project proposal, the updated project plan (mid-term evaluation) 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 emphases.

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 have been 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