

# Checklist for completing a Final Project Report (Joint Seminars)

Please submit the entire Final Project Report, in English, using the [FWF research documentation system Researchfish](#).<sup>1</sup>

For information on how to use the system, please refer to the [User Guide](#).

## 1 Components of the Final Project Report

The full Final Project Report consists of the sections *Common Outcomes* and *Additional Funder Questions*.

### 1.1. Common Outcomes

In the *Common Outcomes* section, relevant published project results are presented in a well-structured manner. The research documentation system offers various possibilities and support options for this section. For the Joint Seminars, the following information is required, if applicable to your project:

- Publications<sup>2</sup>
- Further Funding
- Awards & Recognition

*Collaborations & Partnerships* is only relevant if you want to name research teams or partner organisations. For individuals, this information is adequately covered in the statistical section of the *Additional Funder Questions*.

**All other items** are optional.

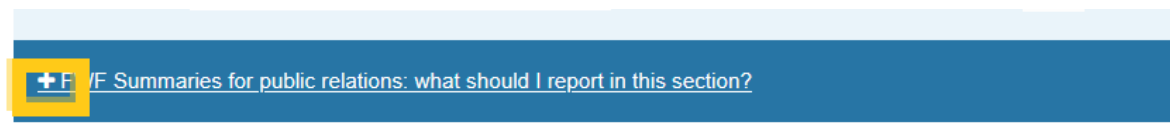
### 1.2. Additional Funder Questions

Click on the **+** and **?** symbols highlighted in yellow in the image below for a short description and help options for each question.

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<sup>1</sup> The Final Project Report and, in particular, the FWF Research Report, must be written in the language of the application. It can only be submitted in German if German was the only language used in the application.

<sup>2</sup> Publications that have not yet been published can be listed in the [FWF Research Report](#) under section 4, "Other important aspects" and can be added at a later date.



**Zusammenfassung für die Öffentlichkeitsarbeit \***

The *Additional Funder Questions* section must be completed. It includes the following elements:

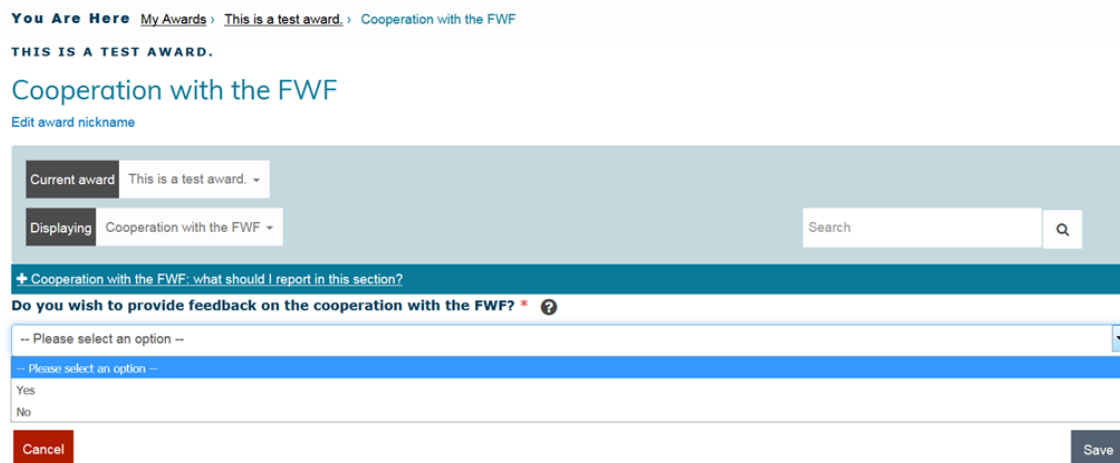
### 1.2.1 FWF Research Report

- **The Research Report must be uploaded as a PDF file.**
- The specifications for this narrative report can be downloaded [here](#).
- Please note that only **one** PDF file of max. 5 MB can be uploaded.

### 1.2.2 Additional questions

- FWF Statistics for Collaborations and Partnerships
- Cooperation with the FWF

If applicable, we ask you to please answer these additional questions. You are required to answer the introductory yes/no question (see figure below) to complete the submission of the Final Project Report.



## 2 Submission of the Final Project Report

Once you have completed all of the items above, please submit the Final Project Report to the FWF online. For details on the submission process, please click [here](#).

### **What happens with the Final Project Report?**

The public relations summaries and any project-relevant research results will be published on the FWF website. If the summaries cannot be released to the public for some reason, please indicate this in the system and provide an explanation.

Key data from the report (wide-reaching effects, career developments, etc.) are aggregated, anonymised, and evaluated on a regular basis.

Please see the [FWF website](#) for further information on the reporting process.