



WIENER WISSENSCHAFTS-,  
FORSCHUNGS- UND TECHNOLOGIEFONDS

# Guidelines for writing a Final Report (VRG)

Last update: January 2019

<b>Part I: Summary for the general public</b>	
Target group: <b>general public</b>	Purpose of use: <b>WWTF webpage, publishing material addressing non-expert audiences</b>
Language: <b>German AND English</b> If you do not feel confident to write in German, nor have a team member that can provide a description in German, please write in English only.	2.500-3.700 characters (including spaces) each
<b>Guidelines</b> <ul style="list-style-type: none"><li>• Explain your research in simple terms/ concepts for members of the public with no scientific background.</li><li>• Avoid technical jargon and terms used only in your scientific community.</li><li>• Describe how your research questions and the underlying scientific problem tie into societal challenges and issues (where possible).</li><li>• Highlight the (potential) mid- to long-term applications outside the scientific area to which your research does or could contribute.</li><li>• Please provide one figure that visually captures the idea of the project or represents a central result (if available).</li></ul>	

## I.1. Summary for the general public

## I.2. Zusammenfassung für eine breitere Öffentlichkeit

<b>Part II: Scientific report</b>	
Target group: <b>scientific peers and WWTF</b>	Purpose of use: <b>review by original peer reviewers of the project; evaluation by former jury members</b>
Language: <b>English</b>	Max. 36.000 characters (including spaces) on max. 12 pages in total (11pt font size, all data and figures have to be included in the 12 pages)
<p>Guidelines:</p> <ul style="list-style-type: none"> <li>• Include data and figures to convey the results of the project.</li> <li>• Reference your own and other's work, however focussing on the most relevant literature citations.</li> <li>• Unless strictly necessary, avoid lengthy text quotations from existing publications (including your own).</li> <li>• The questions in the individual sections are intended as a guide for writing the report and should not be included in the text.</li> </ul>	

### **II.1. Summary of research** (approx. 2 pages)

Please describe your research programme of the entire funding period. Cover the different aspects involved (research question/s, hypothesis and methodologies involved) and how they tie together.

### **II.2. Scientific challenges and development of the research** (approx. 3 pages)

Describe the scientific challenges you encountered in your research.

- Could the research aims be met?
- Which aims could not be met or had to be adapted?
- Which unexpected developments in terms of research paths were encountered during the course of the project?
- How did the challenges change the course of your research and (if so) in what direction?

### **II.3. Most significant results of the research project** (approx. 3 pages)

- What is - in your opinion - the most important result of your research?
- What are the most innovative aspects of your research?
- How did your research contribute to the advancement of the scientific field(s) with respect to the state of the art, in terms of methodological applications and relevance to your and other scientific areas?
- *Optional:* If the project was interdisciplinary, how did the results of the project contribute to advancements of the involved disciplines and how did the project and the profit from the interdisciplinarity?
- Also describe the benefits of the long term funding for your research.
- Are follow-up activities planned? If so, briefly describe these.

#### **II.4. (Potential) impact on and benefits for society** (approx. 2 pages)

- Do the results have (or have already had) a wider impact on society (e.g. economic, cultural, technological ...)?
- Briefly describe and specify potential areas of application.
- Who in society might profit/benefit the most from the results of your research? How can they be addressed?
- Do you plan follow-up knowledge transfer activities?
- Highlight the differences / development of this aspect compared to when you applied for the project (i.e. new ideas developed during the course of the project)

#### **II.5. Composition of the group, integration into the host institution and support structures** (approx. 1 page)

- Please describe the composition and establishment of your research group over the entire funding period.
- Also specify the integration of the group into the host institution.
- Which support structures were available to the group?

#### **II.6. Career perspectives** (approx. 1 page)

- What is the impact of the project on the career of the group leader? Also describe the process and outcomes regarding the career plan of the group leader including the mid-term evaluation.
- Briefly describe successes in academic teaching of the group leader.
- What was the impact of the project on the career of the team members involved?

#### **II.7. Resources** (approx. 1 page)

- Please specify the milestones in raising additional funds for the group.
- Did the hosting institution fulfil all planned in-kind contributions?
- Please specify the most relevant in-kind contributions of the host institution and how these were used.