



Vienna Science  
and Technology Fund

# Guidelines for writing a Final Report (projects)

Last update: March 2024

Part I: <b>Summary for the general public</b>	
Target group: <b>general public</b>	Purpose of use: <b>WWTF webpage, publishing material for non-expert audiences</b>
Language: <b>German AND English</b> If you do not feel confident writing in German, nor have a team member who can provide a description in German, please only submit the English summary.	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 contributes 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. 25,000 characters (including spaces) on max. 10 pages in total (11pt font size, all data and figures must be included in the 10 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, 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. Scientific abstract**

Please provide a concise **scientific** abstract of the project including the results. **This section is limited to 1,000 characters (incl. spaces)**

### **II.2. Most significant results of the research project**

- What is - in your opinion - the most important result of the project?
- What are the most innovative aspects of the project?
- How did your research contribute to the advancement of the scientific field(s) with respect to the state of the art, also in terms of methodological applications and relevance within the field and other scientific areas?
- Highlight the differences / development of this aspect compared to when you applied for the project (i.e. new ideas developed during the project)
- *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 profit from this interdisciplinarity?
- Are follow-up activities planned? If so, briefly describe these.

### **II.3. Scientific challenges of the research project**

Describe the scientific challenges you encountered in your research.

- Could the original project aims be met?
- Which aims could not be met or had to be adapted?
- What were the most difficult or unexpected elements that were encountered during the project?
- How did the challenges change the course of your research and (if so) in what direction?

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

- Do the results have (or have already had) a wider impact on society (e.g. economic, cultural, technological ...)?
- Briefly describe and specify the 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?

#### **II.5. Impact of the project for career development of team members?**

- How did this project impact the career development of the project team members?