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**Notes on the design of interim and final reports for international projects**

**- for submission to the**

**German Federal Environmental Foundation (DBU) -**

**Scope of application**

These instructions apply to all interim and final reports that must be prepared as part of an **international project** funded by the German Federal Environmental Foundation. These instructions do not apply to the report on expenditure of funds.

The deadlines for submitting interim reports are specified in the approval letter. The final report must be submitted no later than 3 months after project completion.

**Recommended length of reports**

* Interim report – main section: 5-10 pages
* Final report – main section: 15-20 pages.

**Structure and contents of the interim and final reports**

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| **Chapter** | **Explanation** |
| Title page | Full project title, DBU reference number (AZ XXXXX), type of report (interim or final report), names of all authors, project start, project duration, reporting period, location, date, “sponsored by” DBU logo |
| Table of contents | Including list of figures and tables, appendices, list of terms/definitions and abbreviations |
| Summary | Summary of the report – max. **one** DIN A4 page |
| Report / **Main section** | **Introduction** - Description of the initial situation, formulated objectives/goals and tasks in accordance with the project planning   * max. **four** DIN A4 pages for the final report * max. **two** DIN A4 pages for the interim report |
|  | **Presentation of the individual work steps and the methods** used in the respective project period, in the final report for the entire project period |
|  | **Presentation of the results achieved in comparison to the planned results** in the given reporting period; in the case of the final report for the entire project period (e.g. in the form of a table with the following columns: target - actual result - additional explanation) |
|  | **Discussion:**   * To what extent were the objectives pursued achieved in relation to the original objective? * What are the reasons for possible deviations in the results obtained (problems encountered, changes in strategy or methods used)? * How was the work with the various cooperation partners organised and implemented (institutes, companies, NGOs, municipalities, etc.)? |
|  | ***If relevant -* evaluation:**   * Detailed ecological, technological and/or economic assessment of the project results in comparison with the state of knowledge, technology, action and minimum legal requirements * If applicable, the extent to which the project results will lead to additional environmental relief should be presented |
|  | **Public relations/publications:**   * How are the results published? (e.g. publications made or planned, trade fair or lecture presentations, use of social media; if applicable, with a reference in the text or in the bibliography) * Who will benefit directly and indirectly from the project results? |
|  | **Conclusion:**   * Brief critical summary of the project results and findings on future work deemed necessary * Additionally in the final report: Will the project be continued beyond the project duration? |
| Literature references |  |
| Attachments / appendices | With clear appendix designations |
| Pictures | Pictures should be provided with information about the title and author:   * Format 3:2 (horizontal) or 2:3 (vertical) * Resolution at least 600 x 400 or 400 x 600 pixels (but ideally 1440 x 960 or 960 x 1440 pixels) |

In the case of a very extensive interim or final report, it is advisable to divide it into several documents (e.g. main section, appendix), whereby each document should contain the DBU reference number (AZ XXXXX) in the file name and on the title page as well as an indication of the content (short name of the project, appendix or similar).

The interim and final reports with a continuous page number and clearly named annexes are to be sent by email to the German Federal Environmental Foundation (DBU) to the DBU officer named in the approval letter (in PDF and Word format, no larger than 50 MB). The electronic document must not be password-protected, as this would make long-term digital archiving impossible.

The DBU officers can request further documents for reports from grant recipients on a departmental and thus project-specific basis.

For copyright reasons, when preparing interim and final reports, it is essential to ensure that no journal articles, reprints from collective works, cumulations, etc. are used. The authors are solely responsible for complying with the copyright and exploitation rights of third parties in their publications and, by submitting the reports to the DBU, they assure that the publication does not infringe any third-party rights. The DBU does not carry out any checks in this regard.

**Information:** The final reports are uploaded via the DBU library to the server of the German National Library and to the DBU website for the purpose of long-term archiving (allocation of a persistent identifier) and referencing of research results. There they can be accessed without restriction worldwide.