

Guidelines for Final Reports on IMF-funded Projects

I. Preliminary Note

All grant recipients are required to submit a final report at the end of the project. This serves to assess the success of the project funding and provides a basis for evaluating the IMF funding programme. The report must be understandable without referring to additional literature.

The quality of the final report can be used as a decision-making criterion for future funding applications (for example for evaluating the quality of own preliminary work) – especially when deciding between two or more equivalent project applications.

Please send us your final report both in **paper form and in electronic form** (as PDF file via e-mail to beate.loesing@ukmuenster.de). Scientific publication(s) resulting from the IMF project can be sent by e-mail.

II. Structure and Content of the Report

1. General Information

- IMF project number
- Name(s) of the applicant(s)
- Institute/department
- Project title
- Reporting period / Funding period
- List of the publications resulting from this project
(Please enclose off-prints of articles if appropriate)
You should mention the IMF funding in the acknowledgement as follows: “*This work was supported by the fund Innovative Medical Research of the University of Münster Medical School.*” – Please indicate the IMF project number.
- Transfer to third-party funding
Indication whether you have submitted an application for third-party funding (e. g. to the DFG) to continue your IMF-funded project **(please attach a copy of the decision on your proposal, if applicable)**

2. Progress Report (2 to 3 pages)

- 2.1 Background and objectives of the project
- 2.2 Work report
Progression of the work, including deviations from the original concept, scientific failures, if any, problems encountered with the organisation or technical implementation of the project; any “surprises” that occurred during the course of the project and in the results
- 2.3 Scientific results
Presentation of the results achieved and discussion with regard to the relevant state of research, possible application perspectives and conceivable follow-up studies
- 2.4 Qualification of young scientist within the project
(for example diploma, promotion, etc.)

3. Brief Summary for Publishing on the IMF Website (*on a separate page*)

Please describe in two to three sentences what results have been achieved so far or in which direction the results point. If the project results have already been published, please indicate the publication that can be cited on our website.

Perhaps some of your research results have not yet been published. It is therefore up to you to decide which brief information on the project results should be made available on the IMF's public website.