

## EFSD – INTERIM REPORT GUIDELINES FOR FELLOWSHIP AWARDS

Note: it is mandatory to provide an interim progress report which will be evaluated and approved by EFSD before awarding a no-cost extension. Please submit this by PDF file attachment to the EFSD Office.

Your report should contain the following information:

- **Date**
- **Investigator**
- **Programme Title and Year**
- **Project Title**
- **Project Period**
- **Scientific Abstract of the Project**
- **Scientific Report**

This should be no more than 2 pages long, excluding figures and references. The following details should be included:

  - a. Aims of the project
  - b. Results obtained
  - c. Publications/presentations to date
- **Budget for Reporting Period**
  - i. Total amount received for reporting period
  - ii. Total amount spent during reporting period, with breakdown by budget line vs. specific amounts awarded for salaries, supplies, travel, equipment, overheads
  - iii. Balance at time of report and expected balance at end of report budget year

# EFSD

## European Foundation for the Study of Diabetes

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- Financial Report – detailed and transparent report (in Euro)

Example:

<b>1. Personnel costs</b>			
Name	Time Period	Function	Sum
1. N.N.			
2. N.N.			
3. N.N.			
4. Additional Personnel up to 5,000 Euro per project			
<b>2. Material Costs</b>			
1. Each individual purchase from 20,000 Euro – name and provide receipts			
2. Purchases between 5,000 Euro – 20,000 Euro – list individually			
3. Purchases up to 5,000 Euro			
<b>3. Various Costs (up to 5,000 Euro)</b>			
1. Other Costs			
2. Overhead costs (maximum 10% of Direct Costs)			