

## EFSD – FINAL REPORT GUIDELINES FOR GRANT AWARDS

It is mandatory that EFSD award recipients provide a scientific report on their funded project. Please submit this by PDF file attachment to the EFSD Office as soon as possible after completion of the project.

**Note:** Funding of any other projects cannot commence until a currently-funded project has been completed and the final report submitted.

Your report should contain the following information:

- **Date**
- **Investigator**
- **Names of all those involved in the project (e.g. PhD students, post-docs)**
- **Programme Title & Year**
- **Project Title**
- **Scientific Abstract of the Project**  
Please reproduce the original abstract presented in the application
- **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**
  - i. Total amount received
  - ii. Total amount spent, with breakdown by budget line vs. specific amounts awarded for salaries, supplies, travel, equipment, overheads
  - iii. Financial declaration  
The following statement should be included in the financial report.  
“The EFSD grant for this programme has been deposited with this university/institution and used for staff, consumables and other appropriate scientific costs according to university and EU approved procedures. Invoice and staff costs are stored by the university/institution”
- **Project Period**