

EFSD – INTERIM REPORT GUIDELINES FOR GRANT AWARDS

For projects where funding is administered in instalments, it is mandatory to provide an interim progress report which must be approved by EFSD before the next funding amount is released. Please submit this by PDF file attachment to the EFSD Office foundation@easd.org.

Your report should contain the following information:

- **Date**
- **Name of the Investigator**
- **Programme Title**
- **Title of the Project**

- **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 to date
 - c. Publications/presentations to date
 - d. Manuscripts in preparation

- **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

- **Project Period and Year of Award**