EFSD
European Foundation for the Study of Diabetes

EFSD Future Leaders Mentorship Programme for Clinical Diabetologists
Supported by an unrestricted educational grant from AstraZeneca

FINAL REPORT GUIDELINES

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

Your report should contain the following information:

- Date
- Mentee
- Mentor
- Programme Title and Year
- Project Title
- Award Amount
- Project Period
- Scientific Report

This should be no more than 4 pages long, excluding figures and references. The following details should be included:

- Aims of the project
- Results obtained
- Publications/presentations to date

- Report on educational activities (e.g. PGE courses) during the fellowship

- Participation in meetings (e.g. ADA, EASD Annual Meeting), please indicate if you participated as an attendee or presenter

- Mentor’s additional comments
• **Budget**

  i. Total amount received

  ii. **Total amount spent, with detailed breakdown by budget line vs. specific amounts awarded for salaries, supplies, travel, equipment, overheads in Euros**

  iii. Signed 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"