

# EFSD

European Foundation for the Study of Diabetes

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## EFSD – FINAL REPORT GUIDELINES FOR FELLOWSHIP AWARDS

It is mandatory that EFSD fellowship recipients provide a scientific and financial report on their funded project. Please submit this by PDF file attachment to the EFSD Office in between three months after completion of the project.

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**
  - 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”

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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)                          |             |          |     |

**The Financial report needs to be signed off by the PI and the head of financial administration.**