

## GUIDELINES AND SPECIFICATIONS

### INTERIM AND FINAL REPORT

#### INSTRUCTIONS

Each project phase (according to the agreement) is concluded with an interim and/or final report (incl. required attachments). Once your documents have been approved, an invoice may subsequently be issued for the next tranche of the project grant.

A report is not a research report (neither in form nor in content). It shows the progress of the project and should refer in a concise and impact-oriented manner to the corresponding goals and milestones in the grant application. The report may comprise a maximum of four A4 pages plus the required attachments (see point 7). It can be written in English or German.

Please use the predefined headings and section numbering shown below (without *italics/grey* text parts). The report should not contain any illustrations or charts.

To promote your project results, we invite you to submit a final impact video. We're pleased to offer you the opportunity to participate in a Smovie workshop, where you'll learn to develop, film, and edit a short video showcasing your project. If you are interested join a Smovie workshop please get in touch with our foundation office, [office@peter-bopp-stiftung.ch](mailto:office@peter-bopp-stiftung.ch).

Upload your report with attachments and if available your impact video on our [web portal](#).

#### STRUCTURE OF THE REPORT

*The text in italics serves only to provide explanatory comments and is not to be incorporated into your report. Please indicate the creation date and number the pages.*

1. FULL PROJECT TITLE AS HEADER
2. FORMAL REQUIREMENTS
  - 2.1. Project number
  - 2.2. Short project title
  - 2.3. First name and last name of project leader
3. CONTENT
  - 3.1. Abstract: Overall project objectives
  - 3.2. Summary of interim/final results, including milestones set
  - 3.3. Were there any unexpected, surprising or unintended occurrences during the project?
4. YOUR OWN COMMENTS ON THE PROJECT

## 5. FUNDING AND STATEMENT OF ACCOUNT

- 5.1. A table (integrated directly into the report) providing a summary overview of budget vs. expenditure
- 5.2. Specific points/discrepancies

## 6. FUNDING IMPACT

*Peter Bopp Stiftung aims to use its funding to accelerate the development of new materials and processes for sustainable solutions to social and/or ecological challenges as well as provide a financial «springboard».*

- 6.1. OVERALL SUCCESS – *Attainment of interim and final objectives*
- 6.2. PROJECT MANAGEMENT – *Effectiveness, goal orientation*
- 6.3. INNOVATION – *Which potential could the science-based innovation trigger?*
  - 6.3.1. Technology: *(IP secured)*
  - 6.3.2. Kick-off: *(initial impetus for implementation in business and society)*
- 6.4. OUTCOME – *Has the project outcome shown to have a benefit for society and economy?*
  - 6.4.1. Intermediate Product:
  - 6.4.2. Product/service:
  - 6.4.3. Spin-off/start-up:
- 6.5. KNOCK-ON – *Has the project achieved a leverage effect?*
  - 6.5.1. Practice-based partnerships with industry:
  - 6.5.2. Practice-based partnerships with service providers:
  - 6.5.3. Practice-based partnerships with the public sector:
  - 6.5.4. Follow-up financing/investments (amount in CHF):
- 6.6. CONTINUATION – *Which further steps are planned in terms of implementation and market transfer/entry?*

## 7. ATTACHMENTS

- 7.1. Detailed statement of account/official (SAP) statement without individual receipts
- 7.2. Research reports, specialist publications (if available)
- 7.3. Public media reports from newspapers, TV, etc.
- 7.4. Impact Video: If available.