### Template

Final report for projects funded by the Leibniz Association’s Competition Procedures

(to be submitted within six months of the project ending, max. 5 pages excluding attachments)

The final report shall be accompanied by a concise performance review report (max. 1 page) as an appendix, which will not be published. It includes:

* the contribution of the project’s results to the objectives of the funding program,
* the scientific and technical result of the project, the secondary outcomes achieved and the essential experience gained,
* the description of work that has not led to a solution,
* a statement on the adherence to the cost and time planning,
* if applicable, measures for the transfer of research results.

The performance review report may refer to sections of the final report. The performance review report must be submitted in German.

**Project title:**

**Project number:**

# Executive Summary

*Please briefly summarize the most important points of the individual chapters of the interim report here (max. 4500 characters). The executive summary may be similar to the performance review report, but unlike the latter, it will be published.*

# Achievement of objectives and milestones

*Please explain briefly the implementation of the most important objectives and milestones of your project compared to the planning presented in the application. If applicable, also explain any objectives/milestones that have not been achieved, or that have been achieved only in part. Please also explain the most important points of the final financial statement and the final financial plan compared to the original financial planning.*

# Activities and obstacles

*Please outline the work and activities of the project partners during the funding period. Please also explain any obstacles or failures you may have encountered that led to delays in the schedule, to deviations from the original proposal or work plan or to goals not being met. Explain any advances in the research area that have become known during the project’s implementation and their impact on the project. Briefly comment on the necessity and appropriateness of the work performed.*

# Results and successes

*Please present the key results and successes in research (publications, completed theses and dissertations, acquisition of third-party funds, scientific events, etc.) and transfer (consultancy, technology transfer, public relations work). What activities are planned for further exploitation of the project results? Please use the Excel template to register all basic information for this and briefly explain this basic information here.*

# Equal opportunities, career development and internationalisation

*Please describe briefly your initiatives and measures to ensure equal opportunities concerning gender and internationalisation, especially in staff development and recruitment. Please also describe any measures taken to promote the careers of young researchers. Please use the tables in the Excel template to register all basic information for this and briefly explain this basic information here.*

# Structures and collaboration

*Please describe the structure of collaborations during the funding period, including any obstacles and challenges. Where relevant, describe changes to the governance of your project and/or the addition of new partners or collaborative relationships. If new collaborative relationships were established with institutional partners during the funding period, please briefly describe the scientific benefit for your project. If the changes resulted in additional agreements or changes to the existing collaboration agreement, please attach copies to this report. Please use the tables in the Excel template to register all basic information for this and briefly explain this basic information here.*

# Quality assurance

*Please describe briefly your measures for quality assurance, in particular in terms of complying with good scientific practice and making your research results available (open access). Please also state whether or not animal testing has been conducted. If this is the case, please give a short description of your measures ensuring animal welfare.*

# Additional resources

*Please estimate the value of in-kind resources generated within the project at your institute, the participating Leibniz institutes and/or the university partners. Please differentiate between personnel cost (for scientific and non-scientific staff) and consumables.*

*For funding programmes with co-funding (i.e. Leibniz Programme for Women Professors, Leibniz Junior Research Groups, Leibniz ScienceCampi, Leibniz Research Alliances), please also indicate the amount of co-funding by the Leibniz institution(s) and (if applicable) the cooperation partners.*

# Outlook

*Please describe the most important future research questions related to the work performed.*

This report will be published. If, in order to protect the legitimate interests of the grantee or third parties, or for other objective reasons, certain details of the report are to be treated as confidential (e.g., protection of the priority of applications for industrial property rights), this must be expressly stated here.