

GUIDELINES FOR FINAL REPORT – SMALLER PROJECTS SUPPORTED BY VOLVO RESEARCH AND EDUCATIONAL FOUNDATIONS (VREF)

This document contains information for those who receive financial support from Volvo Research and Educational Foundations (VREF) for running a Smaller Project within the Future Urban Transport programme. The information contains guidelines for writing the final report, which should be handed in before the final part of the funding can be requested.

The report should be written according to the guidelines on the following page (write in English, use a minimum font size of 12 pt and at least 2.5 cm margins).

The report should consist of the following parts:

- Front page
- Project description and main results
- Use of funding
- Attached key publications

Questions regarding the writing of this report should sent to:

< secretariat@vref.se >

One signed original and 4 copies of the report should be sent by mail to the following address:

Volvo Research and Educational Foundations
Dept 1512, M2.7
SE-405 08 Göteborg
SWEDEN

GUIDELINES

The front page

- The title "Smaller Project – Final Report"
- Project number (given by the foundations)
- Project title
- Name and affiliation of main applicant
- Time period covered by the report
- Total grant awarded for the project
- Date and signature of main applicant

The first page in the report should contain the information listed above. The report could, in addition, be given a traditional cover-page presenting just a few of the listed items.

Project description and main results

- Describe the project activities and results for the whole project period, put in relation to the original project plan (maximum 6 pages).
- List of scientific production (articles, manuscripts, invited talks and articles, conference contributions, seminars, courses, reports, books, etc.), submitted or published, produced within the project since the start. Indicate if "the product" is solely the result of the VREF grant or if it is the result of a co-financed effort.

The text should describe the main activities during the whole project period. Indicate both successes and (if any) problems/failures. Attention should also be given to the scientific achievements (make references to the list of scientific production).

Use of funding

- Describe the use of funding for the whole project period.

Present the use of funding in a reasonably detailed manner in tables, using local currency (translate also all totals and subtotals into Swedish currency, SEK). Write short notes to the different cost items (where appropriate) and indicate if there are deviations from the original budget (write motivations in notes). The report should include the following cost items: Salaries, consumables, software, travel, courses & seminars, equipment, and other costs.

Attached key publications

Enclose some (max 3-5 articles) of the latest and most important publications, produced within the project.