

SNOWMAN's Final Report guideline for funded research projects (Status: 03/2008, Version 3)

The SNOWMAN template for the Final Research Report is available via the SNOWMAN homepage (<http://www.snowman-era.net>) and the SNOWMAN Secretariat (secretariat@snowman-era.net).

The template consists of 3 separate files (plus 1 guideline document) to keep formatting procedures simple while editing. The final report has to be delivered as one file, finally.

Once, the template files have been uploaded to the SNOWMAN homepage's download section (http://snowman-era.net/content.php?horiz_link=12&vert_link=0), possible updates of the final report files will be made available on the SNOWMAN homepage and being sent via e-mail to the SNOWMAN research coordinators, too.

The research coordinators may check for the latest templates available before submitting the final report of their project to the SNOWMAN Secretariat.

The files:

- 1) SNOWMAN_final_research_template_coverpages.doc
 - are the report cover pages including the SNOWMAN and all funders' logos
- 2) SNOWMAN_final_research_template_contentpages.doc
 - has to be used to fill in the report's content
 - content of header and footer have to be adjusted to your project
- 3) SNOWMAN_final_research_template_partnerpage.doc
 - shows a list of the SNOWMAN partner organisations and their logos
 - this page will be the last page of the report delivered

Formatting:

Formatting required has already been included in the "SNOWMAN_final_research_template_contentpages" file.

Here are the requirements in detail:

- **Margins:** top = 1,5cm; bottom = 2cm; left = 2cm; right = 2cm
- **Standard letter type:** Arial, 10pt
- **Headline 1:** Arial, 16pt, bold
- **Headline 2:** Arial, 14pt, bold
- **Headline 3:** Arial, 12pt, bold
- **Headline 4:** Arial, 11pt, bold

Details:

- 1) Cover pages: From the logos on the template's second page those funders have to be removed not funding this specific project the report is about. The

remaining logos have to be enlarged to fit under the statement sentence above the logos. The reminder sentence in red colour has to be removed, too.

- 2) Content pages: Further information regarding the report requirements is given below.
- 3) Partner page: According to the final length of the report in pages, the page number for the partner page has to be adjusted to the whole report.

Requirements for the final reports' content:

1) General requirements

The report language has to be English.

Styles to be used are already implemented into the "contentpages" file.

The contribution of work of all partner organisations to the research project they have been working on have to be clearly distinguishable in the report content.

2) Topics to be covered (and to be listed in the directory of the report)

a) Abstract in English

Some countries may require an abstract translation into national language(s); in such case, we suggest to add the translations as separate pages, not to inflate the length of the reports.

(The Research Consortia members from the countries that require an abstract translation are responsible for this translation as it is a requirement from the funding organisations.)

The following countries do require an abstract translation:

- Flanders/Belgium
- France
- Sweden

b) Short project summary (executive summary; maximum: 2 pages)

c) Detailed report including:

- Acknowledgements (could contain statement on funding)
- Table of Content page
- Use of grant (if given for this specific project)
- Background / need / adequateness of the work made
- Aims and comparison with predetermined objectives
- Results
- Anticipated use and especially application of results
- Realised or planned publication of project results
- Conclusion / recommendations / improvement of project's working area by other organisations noted during execution of the project
- References

- A list of abbreviations used in the project (if there have been some)
- Glossary (optional)

3) Web requirements

The following is valid for all projects

Some project proposals included the development of a project homepage (please note: if a project homepage has been an integral part of the project's dissemination, it should be covered also in the detailed report content).

Whether your project did develop a homepage or not, project information and news should be uploaded to the EUGRIS homepage (www.eugris.info).

The following is only valid for projects including partners from Sweden:

Sweden has specific requirements for an Internet presentation of projects. Please, get in touch with your Swedish contact for any detail. You should especially collect information, if the homepage you may have created will fit the web report requirements or not.

4) Electronic report version

An electronic version of the report has to be delivered on 1 CD-ROM sent to the SNOWMAN Secretariat together with the written report.

This file has to be in **pdf** format. **Additionally**, a rich text format (**.rtf**) and a Microsoft Word (**.doc**) file have to be included on the CD-ROM.

5) Separate national requirements on reporting

Some countries may require summaries in the national language, additional information or similar. The single research organisations are responsible to deliver the content agreed on within the national contract documents to their funding organisations. SNOWMAN will give no warranty on fulfilling the additional national requirements by receiving the SNOWMAN Final Research Report.

The following countries do have additional requirements you may ask for:

- Austria
- Flanders/Belgium
- Germany
- Netherlands
- Sweden
- United Kingdom