

# DESIGN OF THE FINAL REPORTS FOR RESEARCH PROJECTS FUNDED BY THE CITY OF VIENNA ANNIVERSARY FUND FOR THE UNIVERSITY OF NATURAL RESOURCES AND LIFE SCIENCES, VIENNA

The general conditions for the implementation of research projects funded by the “City of Vienna Anniversary Fund for the University of Natural Resources and Life Sciences, Vienna” require a final report to be submitted no later than three months after the end of the project. The final report serves to document the funded work and is reviewed by a member of the Board of Trustees representing the respective field.

## **Specifications for content, layout, format...**

Submission deadline: No later than three months after the end of the project.

Please send your report as a PDF and Word file to:

[researchfunds@boku.ac.at](mailto:researchfunds@boku.ac.at)

### **Target group of the final report**

- Board of Trustees of the “City of Vienna Anniversary Fund for the University of Natural Resources and Life Sciences, Vienna”
- Public (only popular scientific summary)

### **Report**

Title:	German and English
Scientific abstract:	English (approx. ½ page)
Popular scientific summary:	German (approx. ½ page)

### **Personal details**

English

Personal data:	Academic title, first name(s), last name(s)
Contact details:	E-mail, website

### **Format & Scope**

Language:	English
Text:	Word-document + headings and highlights; single column

Text size:	10 pt, lean
Font:	Arial
Line spacing:	1.5 lines
Scope:	4-5 A4 pages
Images & graphics:	jpg-file, good resolution, approx. 300 dpi
Cost breakdown:	List of actual costs (broken down by cost category) <b>AND</b> as SAP- extract

## Content

### Project Output

- **Brief description of the results** (with reference to publications)
- **Publications** (project-related), broken down into original papers in professional journals and other published contributions
- **Follow-up projects** (national, European, international)

### Brief statement on the consideration of the fund's objectives in the project implementation

- Strengthening scientific cooperation in key issues for the City of Vienna and the University of Natural Resources and Life Sciences, Vienna (BOKU)
- Intensifying collaboration between science and economy in BOKU's fields of competence and entwined with the City of Vienna's business areas
- Promoting the link between economy and sustainable development and at the same time strengthening the economy and the quality of life in Vienna
- Strengthening Vienna as a university and science location through targeted interlinking of activities of the University of Natural Resources and Life Sciences, Vienna and the City of Vienna
- Promotion of young scientists at the University of Natural Resources and Life Sciences, Vienna

### Exploitation of results and knowledge transfer

- **Patents**, prototypes, utility models, other exploitation of results, impact assessment
- Are restrictions on use planned or expected?
- **Cooperation** with and **knowledge transfer** to users (SMEs), industry, business, other scientific institutions

### Teaching

- Co-supervised Bachelor's/Master's theses within the framework of the project
- Co-taught courses

### Assessment of leverage

- What synergies will result from the project for future research projects?
- Have any follow-up projects been applied for? If yes, where?

### Project costs

- Breakdown of actual costs following the example of the cost calculation table  
(Please note the reimbursement guidelines of the Rectorate: [§27 - Kostenersatzrichtlinie](#))
- SAP- extract (as separate file)

### Comments by the principal investigator

- **Significance of the funding** by the "City of Vienna Anniversary Fund for the University of Natural Resources and Life Sciences, Vienna" and **impact of the project** for the research area
- Any relevant comments beyond the report