

## Project reporting

For approved grants, the following requirements apply for reporting to Ekhagastiftelsen.

**PLEASE NOTE! Projects must send in reports separately from new applications!**  
**Example: a research group submits a new application and encloses the final report from a previously by Ekhagastiftelsen funded project to the application. The research group also needs to send in the report separately as a report for the previous project.**

### 1. Popular scientific project description

Granted projects have to send in a popular scientific (lay) project description within 2 months of that the project has received information about the grant. The project description is to be sent by e-mail to [info@ekhagastiftelsen.se](mailto:info@ekhagastiftelsen.se).

The text should be a short description of the project and what its aims are. It should be about 200 - 300 words in length. You need to use our document template that can be downloaded from our website - <https://www.ekhagastiftelsen.se/eng/rapportering.shtml>.

The following examples are from the Formas website and show how a popular scientific project description can be written. Please note that the example texts below do not have to be such projects that are applicable for Ekhagastiftelsen. The texts merely are examples for how a project description could be written.

The aims of the project is to study which influence increased carbon dioxide levels have on the relation between plants and plant eaters. The starting point is the globally increasing levels of carbon dioxide in the atmosphere, which have a direct effect on the chemical composition of plants. This effects for example the survival, reproduction and food selection of plant eating animals. Further, the potential effects of global warming (rising temperatures due to increased carbon dioxide levels) on plant-plant eater interactions are to be studied. The researcher will in controlled model systems study plants and xxx at different carbon dioxide levels and temperatures. These studies are expected to bring results for future prediction of damage on important crops and effects on economically important animals.

Allergies and increased sensibility is greatest among children, and thus it is very important to study their indoor environment. The project focuses on studying how ventilation and airing can be optimized in school rooms. The study is carried out through CFD-simulations of air movements in school rooms and full scale trials in existing school buildings. Measurements och indoor climate parameters are continuously gathered under a number of rounds. The result is expected to give guiding principles and recommendations for the design of ventilation systems, airing mechanisms and airing strategies, with respect to comfort and life cycle cost.

### 2. Yearly report for projects spanning over more than one year

For projects that have been granted financing for more than 18 months, a yearly report has to be submitted. Before the yearly report has been submitted and approved, grants for following years can not be paid out.

The yearly report is to be sent by e-mail to [info@ekhagastiftelsen.se](mailto:info@ekhagastiftelsen.se) within 2 months of the end of a 12-month period counting from project start. Example: Project receives grant 2020-10-01. Project starts 2021-02-01. First yearly report due no later than 2022-04-01.

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There is no document template for the yearly report, but it should contain:

- Application number, project title and contact person
- Background, aims, theory and method
- Information about what has been done during the last year
- Partial results (summary, not detailed)
- Aims and plan for the coming year.

Normally the yearly report should be not more than 10 pages and be sent as an attachment (attached Acrobat PDF or word processing-file) to the e-mail. The yearly report does not need to include any financial report.

## 3. Final report

When the project is finished, the following 3 reports are to be included in the final report.

### a. Popular scientific result summary

A popular scientific (lay) result summary has to be sent by e-mail to [info@ekhagastiftelsen.se](mailto:info@ekhagastiftelsen.se) within 3 months of project end.

The summary has to be written on the document template that can be downloaded from our website - <https://www.ekhagastiftelsen.se/eng/rapportering.shtml>.

The result summary should not be longer than 1000 words and contain:

- Background and aims of the project
- Theory and method
- Results from the project
- Conclusion
- List of publications (if applicable)

### b. Scientific report

A scientific report has to be sent by e-mail to [info@ekhagastiftelsen.se](mailto:info@ekhagastiftelsen.se) within 3 months of project end.

There is no document template for the scientific report, but the report should contain:

- Application number, project title and contact person/project manager
- Introduction with aims and hypothesis
- Material and methods
- Result
- Discussion with conclusion
- Scientific publications created by the project

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## c. Financial statement

A financial statement has to be sent by e-mail to [info@ekhagastiftelsen.se](mailto:info@ekhagastiftelsen.se) within 3 months of project end. The financial statement is to be written on the document template that can be downloaded from our website. If needed, enclosures can be added to the statement.

The recipient of the grant shall give an account for all expenses of the project. If the Ekhagastiftelsen grant is part of a larger project the statement shall only refer to the part financed by Ekhagastiftelsen.

If total expenses are below the amount already paid out, the difference is to be paid back.

## Unsatisfactory reporting

In the case reporting is not done according to these rules the foundation can freeze/revoke remaining funds or request repayment of funds from the recipient.