

Guideline: how to report to COWIfonden on donations for projects, incl. innovative research projects

Progress reports – *only if described in the donation letter*

You must submit a short progress report (**three to four pages**) every six months, as indicated in the donation letter. The report should focus on the progress of the project and target non-specialist readers.

The progress report must as a minimum include the following sections:

1. Introduction

Name of project and execution period

2. Project execution

2.1 Activities and results

Briefly describe the implemented activities and results in the current reporting period. You can include a detailed description in the annex.

2.2 Planned activities

Briefly describe the activities planned to be executed during the next reporting period.

2.3 Status of project implementation

For example, add a table describing the status of work packages/activities, focusing on time consumption, scope of work and costs by use of colour coding (green, yellow, red).

2.4 Organisational set-up

Describe any need for replacement of project staff.

2.5 Economy

Describe any need for reallocation of budget.

Innovative research projects only (ref. no. T-xxx.xx): You must use COWIfonden's tool for reporting on the use of resources.

3. Annexes

3.1 Detailed description of implemented activities and results

3.2 Publication of results

List of publications and public presentations (conferences, workshops etc.)

Please note that any progress report substantially longer than indicated may be rejected and the project manager may be requested to re-submit a report that follows the guidelines.

Final report

You must submit a short report on the completion of the project (**up to ten pages**). You should focus on the project's findings, including their relevance to society and, specifically, the disciplines inside COWI's fields of activity. The publication of findings must be documented by appendices (publications, conference presentations etc.). You must also include a short assessment of goal fulfilment compared to the application, including an assessment of the impact of any corrective measures. Your report should target non-specialist readers.

The final report must as a minimum include the following sections:

1. Introduction

Name of project and execution period

Project key findings

Prepare an executive summary that describes the project's initial goals and whether they have been reached. Are the project's outcomes in line with what was expected? Was the project result (product/process/services) successfully achieved? Failures are also acceptable outcomes as long as there is learning and knowledge sharing.

2. Project execution

2.1 Activities and results

Describe the implemented activities and results. You can include a detailed description in the annex.

If purchase of equipment: Describe the purchased equipment, the installation and testing.

2.2 Timeline

Describe the project implementation compared to original time schedule, and any delays

2.3 Organisational set-up

Describe the replacement of project staff, if any, during project implementation.

2.4 Economy

Describe whether the budget applied for matches the realised budget.

3. Annexes

3.1 Detailed description of implemented activities and results

3.2 Publication of results

List of publications and public presentations (conferences, workshops etc.).

Specifically for donations for **organising conferences**:

Link to the conference website