Guidelines: How to report to COWIfonden on research projects

Progress reports

You must submit a short progress report every six months, as stated in your donation letter. The report should be 3-4 pages long, written for non-specialist readers, and should focus on the progress of the project.

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

1 Introduction

- Project title
- Name of the organisation executing the project
- Project period
- Reporting period
- COWIfonden reference number.

2 Project Status

2.1 Activities and results

Briefly describe:

- The activities completed during the reporting period.
- The main results achieved.

If needed, you can provide a detailed description in the annexe.

2.2 Planned Activities

Briefly describe the activities planned for the next reporting period.

2.3 Project Status

Provide an overview of the project's progress. For example, include a table showing the status of each work package or activity, focusing on:

- Progress against the schedule
- Scope of work completed
- Costs and resource use.

Use traffic light colours to indicate status:

- **Green**: On track
- **Yellow**: Minor issues or delays
- **Red**: Significant issues requiring attention.

2.4 Organisational set-up

Describe any changes made to the project team or organisational structure and explain why the changes were required.

2.5 Budget and Resources

Describe any changes to the budget, including reallocations between budget items, and explain the reasons.

Annexes

Detailed Description of Activities and Results

Provide additional details on implemented activities and results achieved, if necessary.

Publication of results

List all publications and public presentations where project results have been or will be shared, including:

- Journal articles
- Conference presentations
- Workshops
- Seminars
- Other relevant dissemination activities.

Please include copies of, or links to publications within the progress report, where available.

Important

Progress reports that are substantially longer than indicated may be rejected. In such cases, the project manager may be asked to submit a revised report that follows these guidelines.

Final report

A final report must be submitted upon completion of the research project. The report should be no longer than ten pages and should be written for readers who are not experts in the subject.

The report should focus on:

- The project's main findings
- The relevance to society
- The relevance to COWI's professional fields of activity.

Any publications, conference presentations, or other dissemination activities must be documented in the annexes.

The report must also include:

- A short assessment of how well the project achieved its original objectives
- An assessment of any corrective measures taken during the project.
- An assessment of the impact of those corrective actions.

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

1 Introduction

- Project title
- Name of the organisation executing the project
- Project period.

2 Project Key Findings and Implementation

2.1 Executive summary

Provide a short summary that describes:

- The project's initial goals
- Whether they have been met
- Whether the project's outcomes match expectations
- Whether the project result (product/process/services) was successfully achieved.

Projects do not have to achieve all intended outcomes to be considered successful. If challenges or failures occurred, describe the lessons learned and how this knowledge can benefit future work.

2.2 Activities and results

Describe:

- The activities undertaken during the project
- The results achieved

A more detailed description may be included in the annexe.

If equipment was purchased as part of the project, describe:

- The equipment purchased
- Installation activities
- Testing and commissioning activities.

2.3 Next Steps and Potential Impact

Describe any future steps arising from the research and its potential pathway towards practical application or implementation.

Provide an understanding of how the research advances the field and what the next steps might be towards practical application, implementation, or further development.

2.4 Timeline and Project Delivery

Describe how the project was implemented compared with the original project schedule.

Include:

- Major milestones
- Delays or changes to the time schedule
- Reasons for any delays and their impact on the project.

2.5 Project Team and Organisational set-up

Describe any changes to the project team or organisational structure and explain why the changes were needed.

If the project involved collaboration with external organisations, research institutions, industry partners, or other stakeholders, provide an assessment of the collaboration.

Include:

- The role and contribution of each partner
- The value added by each partner to the project
- How the collaboration supported the project's objectives and outcomes
- Any lessons learned from the collaboration, including challenges and opportunities for future partnerships.

This assessment should explain how the combined expertise, resources, or networks contributed to the project's overall success and impact.

2.6 Budget and Resources

Compare the actual spend with the approved budget and explain:

- Any significant budget deviations
- Reasons for the deviations
- Any budget reallocations made during the project.

Annexes

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Additional Requirement specifically for donations for **organising conferences**:

- Link to the conference website

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