Reporting guidelines for progress and final reports of SOR4D projects

*2nd version, November 2023*

The SOR4D project teams have to provide financial and results and solution-oriented progress reports. The progress and final reports focus on the results framework of the individual projects and provide an overview of the state of research and completed and planned communication and application.

Results- and solution-oriented progress reports are due twice during the three-year research project phase and a final report at the end of the project. The corresponding requests will be sent automatically in the form of e-mails sent via mySNF.

The reports will be shared with the SOR4D Review Panel and SDC.

The reports need to be structured according to the template provided below.Progress reports and final reports should not exceed 12 pages (singe line spacing, minimum font size 10). An indication for space allocation for the respective sections of the report is provided in the template.

All reports should be accompanied by 2 high resolution photos. Please send the photos separately to [sor4d@snf.ch](mailto:sor4d@snf.ch). These photos can be used by SNSF and SDC for communication purposes (website, publications).

The reports are complemented by an updated project factsheet and by providing systematic output data on mySNF (scientific publications, scientific events, knowledge transfer events, collaborations, etc). The output data is also accessible on the SNSF data portal (<https://data.snf.ch/>).

Template for progress and final report

|  |  |
| --- | --- |
| **Project number** |  |

|  |  |
| --- | --- |
| **Project title** |  |

|  |  |
| --- | --- |
| **Responsible grantee** |  |
| **Co-grantees** |  |
| **Project partner(s)** |  |

# Context

*Please describe changes and developments in the political, economic, environmental, partnership context which had/could have positive or negative repercussions on the project. (0.5 page)*

# Progress and results

Please complete the document in the annex (“template logframe for SOR4D progress reports and final report”), using your original research logframe submitted with your proposal. *(not included in page count)*

## Impact

*Please reflect here on the contribution of the project to the achievement of the desired impact, research-based solution pathways for reducing poverty and global risks identified for your topic/project. Compare with the situation at the beginning of the project. (0.5-1 page)*

* Describe the scientific, technological, societal, environmental or economic relevance of the findings.
* What is being done that the research results contribute to the desired impact(s)/change(s)?
* Which results are particularly useful for up-take to shape policy and/or practice?
* In case results are applied already, what is known about the most important intended/unintended, positive/negative changes related to them?
* What are the differences between the hypothesized changes from a scientific perspective and the actual situation?

## Outcomes and outputs

*Please describe for each outcome and the respective outputs of the research framework the most important results, main activities, clearly reporting progress with regard to given indicators and milestones and explaining what this means. Where appropriate include in your description the most innovative concepts, methods, techniques, products, tools, or approaches that are identified, developed, validated or applied. (6 pages)*

# Implementation of communication and application strategy, set up of relevant stakeholder interactions and engagements

*Please report on and assess the application and communication strategy and stakeholder relations established in your project. Provide the number of beneficiaries reached, the number of pilot testing initiatives at the level of the existing network and beyond, the number of spin-off initiatives, the number of research-based innovations used for scale-up/replication. (2 pages)*

* Which mechanisms and activities have been/are used to ensure an effective exchange and dissemination of knowledge/research results with the relevant key stakeholders?
* What was done to ensure that potential beneficiaries have the opportunity to engage with the research?
* Is a policy dialogue for the implementation and impact of research results established and if so, how is it directed at national, regional, and global level?

# Lessons learnt

## Challenges and opportunities regarding research and implementation activities

*Can the objectives be reached or have they been reached? Can deadlines and the timeframe be respected? Did unforeseen difficulties arise? Which methods do not work? Are changes necessary in the planning? If yes, please list changes with regard to the original research and implementation plan and the corresponding schedule and provide a justification for the changes.* *Have you discovered any new opportunities? Did you uncover any unexpected or additional results? Have you identified any needs, which require support from programme management? (0.5-1 page)*

## Research partnership

*Please report on your experiences with establishing and managing international transdisciplinary partnerships.* *Describe here the successes (at least one success story) of the partnerships established with the different stakeholders involved. (0.5-1 page)*

* To what extent are the KFPE’s 11 principles respected?
* Did specific difficulties arise with any of these collaborations and what was undertaken to address them?
* Are any further collaborations necessary or envisaged to reach the objectives?

# Outlook and perspectives (*only for progress reports*)

*Please describe the future of your project and the role of possible involved partners. This section builds on the lessons learnt. What are the next steps and what will you undertake to bring your project to an implementation? (0.5 page)*

Annex: template logframe for SOR4D progress reports and final report

|  |  |  |  |
| --- | --- | --- | --- |
| **Impact** **(goal)** | **Impact Indicators** | **Sources and Means of Verification** | **Status/Results** |
| [fill in information from your project logframe] | [fill in information from your project logframe] | [fill in information from your project logframe] | *[Provide numbers related to your indicators, i.e. your means of verification]* |
| **Outcomes** (Project objectives) | **Outcome Indicators** | **Outcome  Means of Verification** |  |
| [fill in information from your project logframe] | [fill in information from your project logframe] | [fill in information from your project logframe] | *[Provide numbers related to your indicators, i.e. your means of verification]* |
| **Outputs: project deliveries per outcome and costs** | **Output Indicators** | **Output  Means of Verification** |  |
| [fill in information from your project logframe] | [fill in information from your project logframe] | [fill in information from your project logframe] | *[Provide numbers related to your indicators, i.e. your means of verification]* |