

## **GENEVA INTERNATIONAL ACADEMIC NETWORK (GIAN)**

### **Guidelines for Intermediate and Final Reports**

The GIAN requests from recipients of subsidies accorded in the framework of the annual tendering procedure the following reports: an intermediate report, divided into two parts (narrative and budgetary) and a final report upon completion of the research (see art. 8.1 of "Regulations Concerning the Rights and Duties of Recipients of GIAN Subsidies"). The final report consists of four parts (see below).

#### **Intermediate Report**

The intermediate report, written in either French or English, is expected at approximately the midpoint of the project. Its acceptance represents a necessary condition for the disbursement of the second allotment of funds. Two hard copies of the intermediate report, each preferably signed by all of the signatories of the "Memorandum of Understanding," and an electronic version, should be submitted to the GIAN Secretariat. The report consists of two documents:

1. The narrative report should explain in general terms, in 2 to 5 pages, what was accomplished, by whom, with whom, where, and for what purpose. It describes the methods employed, problems encountered, discoveries and preliminary results (if there are any) and what action will follow. The same points should be covered for fieldwork. The report should present:
  - The current state of the research (clear description);
  - A note indicating whether the research plan and schedule correspond to the original proposal accepted by the GIAN;
  - The intermediate results with first impressions regarding them (analysis, interpretations, etc.);
  - Information regarding the practical application of the research;
  - Information regarding collaboration between partners;
  - Where applicable, the difficulties encountered (scientific, practical and personnel, etc.) and the modifications to the research plan that followed;
  - Information regarding publications (past and future), including copies of any publications.
2. The budgetary report constitutes a balance sheet documenting the expenses already incurred and includes a declaration, signed by the project coordinator, in which it is specified that the financial support from sources other than the GIAN is in accordance with the co-financing plan. If this is not the case, the GIAN requests an explanation regarding the reasons for, and information concerning, the current situation.

#### **Final Report**

The final report, written in either French or English, is composed of four parts: 1) an "Executive Summary"; 2) a summary of the "Executive Summary"; 3) an internal report; and 4) the budgetary report. The GIAN Secretariat expects to receive two hard copies and an electronic version of this report. It is preferable that the hard copies of the report be signed by all of the signatories to the "Memorandum of Understanding."

1. The "Executive Summary" concerns the content and results of the research:

This document, from 5 to 10 pages in length, should be ready for publication in print form and on the GIAN website. In principle, this document will be distributed to parties interested in the question(s) addressed by the research. It should include the following information:

- The research plan (problem statement, general objective, hypotheses, research methods, schedule, etc.);
- The results obtained and an analysis of them;
- A summary indicating whether the results obtained correspond to those expected at the beginning of the research;
- Information regarding the practical application of results;
- Questions that merit further exploration (scientific, practical, methodological) or that have arisen as a result of the research;
- Practical and policy recommendations that follow from the results obtained;
- Information regarding past and expected publications and other activities (articles, books, conferences, workshops, etc.).

\*\* The GIAN reserves the right to call upon project teams for a period of 1 to 2 years to discuss the application of their recommendations in concerned circles, the evolution of the established network, etc.

2. The summary of the "Executive Summary" (8 to 15 lines long) briefly explains the results obtained and their significance.

3. The internal report (2 to 8 pages) is a document intended solely for internal use by the GIAN. It may express a principal opinion and one or several divergent opinions, where applicable. In principle, the following information should be included therein:

- Were the research plan and schedule followed?
- What activities took place during the research period in order to make the best possible use of the information gathered and what is planned for the future to communicate the results to target audiences? If time and resources had permitted, what further action could have been taken to achieve the maximum visibility or other potential benefits?
- How would you describe the participation of the partners in the project? Do you have advice to offer in view of future collaboration of a similar nature?
- Where will the research results be stored? Could they be archived at the Swiss Information and Data Archive Service for the Social Sciences (SIDOS), in Neuchâtel?
- Please provide additional information on publications and other activities if this was not sufficiently covered in the "Executive Summary";

- What has the GIAN allowed you to do, to conclude or to recommend that would not have been possible without its support? How did the interdisciplinary nature of the project affect the results?
  - What follow-up will you give to the project? Do you find it useful to maintain the network that was created? If so, how will you go about doing this?
  - Are the results truly interesting and useful? Do they merit being distributed and actively put to use? In hindsight, what would you do differently?
  - The GIAN welcomes any other comments or suggestions.
4. The budgetary report, generally prepared in Excel, documents the expenses already incurred and includes a declaration, signed by the project coordinator, in which it is specified that the financial support other than that provided by the GIAN is in accordance with the co-financing plan and that expenses were made in accordance with the "Regulations Concerning the Rights and Duties of Recipients of GIAN Subsidies." If this were not the case, the GIAN requests an explanation regarding the reasons for, and information concerning, the current situation.