



INTAS Guidelines for Reports on YS FELLOWSHIP GRANTS

Periodic/Final report for a PHD/Postdoctoral/ Fellowship¹

The report must be submitted to INTAS in English after the first 12 months of your fellowship as well as within 2 months after the completion of the fellowship. Please use the guidelines below to establish your report enabling INTAS to evaluate the progress of work and the cooperation within the fellowship.²

YS fellow name/address:				
Type of fellowship & INTAS reference n°:	PhD or Postdoctoral			
Fellowship duration:	Start date:		End date:	
Reporting period:	Start date:		End date:	

1 RESEARCH ACTIVITIES (up to two pages per box)

1.1 Overview

Give an overview of the research activities carried out by you so far with reference to the research objectives outlined in your fellowship application. Indicate important scientific achievements and explain their relevance. Specify the scientific collaboration with your supervisors, both from the NIS and from INTAS. List any type of presentation of your results (papers, conference contributions, seminars, PhD thesis, internal reports, patents, etc.). When available, put the relevant e-link. Prepare a list of all scientific visits³ (host institution and other field trips, conferences, schools, etc.) you have undertaken in the reporting period either financially supported by INTAS or not. Indicate therein your professional involvement and relation to your research work.

When compiling the second year report please complement the first year's information with the information for the second year.

Research results of the first year:

Research results of the second year:

The following box shall be filled in the final report only! Please, attach key publications to your final report, preferably in its electronic format or with its INTERNET address allowing access to these publications.

Consolidated results obtained during the whole fellowship period (up to 5 pages):

¹ Please specify in the first box.

² Please submit your report via e-mail but submit additionally one hard copy of the report and the COST Statement, accompanied by the invoices and visa copies, duly signed by your NIS supervisor and yourself by mail.

³ **The report on the collaboration with the INTAS host institute shall also contain a statement of the INTAS supervisor on the quality of the performed work as well as, in case of the periodic report, a confirmation and update of the travel planning for the second year. This statement may be directly forwarded by the INTAS supervisor to INTAS.**

1.2 Compliance with the work programme

Please, comment on compliance of the work carried out by you so far with the work programme. Please identify clearly the duration of work in your NIS institution, your visits at the INTAS host institution (and, if any, periods you spent abroad even if not linked to the fellowship work programme). If there were some deviations or changes (including of visits), please, indicate them and explain the reasons. In the periodic report, indicate any changes proposed for the next period of the fellowship.

If you are PhD student, please specify where you stand in the completion of your PhD programme (preparing PhD thesis, defence of the thesis, PhD degree obtained). In the final report please specify the current status and, if you have not obtained your PhD degree yet, if and when you expect to get your PhD degree.

1st year:

---Insert your text---

2nd year:

---Insert your text---

1.3. Summary of results and key references

Attention: A summary of results is to be provided in the final report only!

Note: The summary of results and the key references (up to five) may be published on the European Community's CORDIS website and on the INTAS website and may be also used for publicity purposes.

The summary should not exceed 1 page and should give a comprehensive overview of the research activities carried out during the whole fellowship.

Summarise your research objectives, activities and the impact of the scientific results, i.e. how and in what areas they may potentially be applied, for example: impact on science in the fields of the project and other scientific areas, impact on society, economic impact, impact on technology, commercial exploitation, etc. List key papers, if applicable, resulting directly from the fellowship and, when available, the relevant e-link.

---Insert your text---

2 PROJECT MANAGEMENT

Please report on your fellowship from the managerial point of view. Did you undertake the visits as planned? Have you encountered any major problems (e.g. with the visits in the INTAS Members, visa etc.)? If yes, please explain the problems and describe how you have solved or intend to solve them.

---Insert your text---

3 COMMENTS AND SUGGESTIONS TO INTAS

---Insert your text---

4 FINANCIAL OVERVIEW

Please complete the YS Fellowship Cost Statement, in electronic format and in hard copy, indicating the **travel costs** incurred so far. Return to INTAS an advance by e-mail followed by the original to INTAS, duly signed by you and your supervisor and accompanied by the copies of visas and the original invoices, tickets etc. Please fill in the form with the travel details and travel costs for the respective years; in the second year just add the costs for the second year and provide a consolidated cost statement covering all costs incurred including the amount of the final payment. Please note, subsistence allowance while staying in the INTAS countries and your basic fellowship grant is a lump sum support depending on the number of months, you do not need to report on its use. Insert additional rows to any table if necessary.

Periodic/Final Cost Statement for the YS Fellowship

YS Name:

INTAS YSF Ref. N°:

For the period from _____ to _____

1 Detailed Cost Calculation⁴

Travel Costs⁵

Travel specification to INTAS membership host institution(s) and conferences

Reason for travel, destination and duration	Contractual grant in €	Actual costs in original currency ⁶	Costs in €

Flight tickets

From (city of departure)	Date	To (city of arrival)	Date	Via	Date	Price (original currency)	Price in €

Train tickets

From (city of departure)	Date	To (city of arrival)	Date	Via	Date	Price (original currency)	Price in €

Bus tickets

From (city of departure)	Date	To (city of arrival)	Date	Via	Date	Price (original currency)	Price in €

⁴ Please provide the detailed calculation for the first and for the second year respectively.

⁵ Please list in this section all actual cost items that are charged to INTAS as travel costs. Please note that only costs items are allowed that are contractually agreed in your fellowship award or any later amendments, can be substantiated and are supported by the respective invoices attached to your cost statement. Please attach also copies of your visas.

⁶ To calculate exchange rates you might use the currency converter as provided at <http://www.oanda.com/converter/classic>;

Other transport costs

From (city of departure)	Date	To (city of arrival)	Date	Via	Date	Price (original currency)	Price in €

Visa

Country	Period	Costs (original currency)	Costs in €

Travel insurance

Country	Period	Costs (original currency)	Costs in €

Comments: In case of collaborative calls with NIS please specify the receipt of the grant by the NIS co-funding partner

2 Summary Cost Calculation⁷**Costs incurred: Year 1**

	Calculation		Subtotal
Travel costs			
<i>thereof visa and insurance</i>			
Allowance while in an INTAS Member state	number of months	monthly amount	
Basic fellowship grant ⁸		annual basic grant	
Total			

Costs incurred: Year 2

	Calculation		Subtotal
Travel costs			
<i>thereof visa and insurance</i>			
Allowance while in an INTAS Member state	number of months	monthly amount	
Basic fellowship grant		annual basic grant	
Total			
Total Year 1 + 2			

⁷ Please cover in the final cost statement the full INTAS fellowship grant including the retention to be paid to you after the approval of the final report. The figures for the first year must be equal to those in the cost statement for the first year.

⁸ In collaborative calls with NIS the basic grant is directly paid by the NIS co-funding partner – pls. specify its receipt in the comments above.

Young Scientist Fellow's Certificate

I certify that

- I have duly carried out the scientific work according to the programme of work of my fellowship at the agreed places for the periods outlined in the work programme and my report (or the deviations thereof agreed with INTAS);
- the reported costs have been incurred and fall within the definition of allowable costs as specified in the Fellowship Award, were necessary for the execution of the agreed scientific tasks and have not been covered by third parties;
- I have INTAS informed on any additional foreign fellowship grant I have received during the reporting period;
- I agree to reimburse the full amount of the INTAS fellowship grant should any of these statements prove to be wrong and based on wilful misrepresentation.

Date:

Name of YS Fellow:

Seen and approved:

Name and Signature of the NIS supervisor:

Remarks⁹:

Annexes

The following documents are attached hereto: (specify)

⁹ The NIS supervisor may give a short assessment on the outcome of the work and, if proposed, the suggested changes in the YS Fellowship programme.

The report shall also contain a (short and informal) statement of the INTAS supervisor on the quality of the performed work that may be attached by the YS Fellow or directly sent by the INTAS supervisor to INTAS by e-mail, fax or mail.