



Criteria for CWB grant final report

One of the conditions for being awarded a CWB grant is a final report after the project or activity for which you have received a grant is completed. This final report serves as the basis for the disbursement of the grant. The final report must be submitted within three months after the project or activity has been completed. The final report consists of three parts:

- a) a list of expenses (see the expenses form on the website);
- b) a descriptive report;
- c) photographs to accompany the descriptive report.

The descriptive report with the photographs is your substantive account for both the Committee for Academic Expenditure (CWB), which has awarded the grant, and the donors who made the grant possible. The report and the photographs are also intended to show alumni and (potential) donors how their support has been put to use. The report and the photos become the property of LUF and can be used for publication purposes.

Content of the descriptive report

Your descriptive report should give a brief account—800 to 1,200 words—of the academic project, study trip, conference participation or conference organisation being financially supported. At the top of your report, provide the date of the report, your name and your faculty/institute, the type of grant, the date/period of the project, conference, or study trip, and the topic title. If the grant is for a study trip, conference participation, or organisation, also include the location (city and country).

The following elements need to be included in the descriptive report:

Purpose

- Research questions, purpose, goal

Result

- Results, follow-up actions

For project grants: summary

- Briefly describe what the research entails and the most important results. Include the social relevance of your research.
- Consider the target reader: it should be understandable for the general public; provide clear explanations and avoid jargon.

For a study trip, conference participation or organisation: embedding in the PhD track

- Briefly describe how the conference participation/organisation or the study trip contributes to your completing your doctorate.

Personal development

- Briefly describe how the project has contributed towards your personal/academic development.

Photographs

As an attachment to the Final Report form, please include a number of photographs that feature you and that provide further insight into the project. Some examples of photographs include you (and your team) at work, images of results, and pictures of the research. Photographs are very important in attracting new funding.