



## Criteria for the final report for a LISF subsidy (update March 2021)

As well as a financial report, we also want to receive a descriptive report as part of your final account. In this report you should explain your trip, in 800-1200 words. The LUF can use your report, photos and video to inspire other students to also do part of their study programme abroad, as well as show existing and potential donors what can be achieved with their donations. Your report and photos/videos will become the property of LUF and may be used for publicity purposes.

At the top, indicate the date, subsidy type, name, study programme and your study year, the period of your trip, your destination and the objective of your trip (research/education/ practical experience taking part in a conference/preparation for PhD research).

### Content of the descriptive report

In your descriptive report try to also answer the following questions:

#### Aim of the project

→ What did you go there to do/research? How does that fit into your study programme?

#### Results of the project

→ What did it deliver? What did you learn? What is the (provisional) conclusion of your research?

#### Location

→ Why here? What was the benefit to you personally and in terms of scientific research?

#### Your experience of the trip

→ How did you find the trip? What did it give you personally? If you had to choose one thing, which point in time or experience made the biggest impression on you? Would you recommend an international trip to other students? How did the LISF subsidy contribute to this international experience?

#### Future plans

→ What will you be doing after your studies? How will you put your studies to use? How did the trip contribute your plans, or did the trip prompt you to change your plans?

### Appendices

We would also like to receive:

- **Photos:** Include a number of photos\* that show you and that give more insight into what you did. Take pictures of yourself "in action". Look for inspiration on page 2 of this document. (You working in a research lab, at a conference, during fieldwork on location, etc.). Send your photos separately as appendices, not in Word or PDF, then they will be of better quality.
- **Video:** Please include a short video showing you and in which you show your work/research location and what you were working on. This video may be made using your phone.

### Writing tips

- Think of the reader: it has to be easily understood by people outside your field of study who will not be familiar with your application. Avoid the excessive use of jargon.
- Check whether your story contains the details mentioned above. We receive an amazing number of reports without a name or with no mention of the purpose of the trip.
- Try to create balance between the content of your international trip and your personal experience of the trip.



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**\* Take pictures of yourself "in action"**

