



Criteria for the Gratama Jubilee Gift

One of the conditions for being awarded the Gratama Jubilee Gift is to submit a final report after completion of the project for which you have received the grant. This final report serves as the basis for the disbursement of the grant. The final report must be submitted within two months of the completion of the project. The final report consists of three parts:

- a) a list of expenses (see the expenses form on the website);
- b) a descriptive report, including a word of thanks to the Gratama-Foundation;
- c) photos to accompany the descriptive report.

The descriptive report with the photos is your substantive account for the Committee for Academic Expenditure, which has awarded the grant. The report and the photos become the property of LUF and may 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. At the top of your report, provide the date of the report, your names and faculties, the code for the grant, the date/period of the project and the title of the topic.

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

Purpose

- ➔ Research questions, purpose, goal

Result

- ➔ Results, follow-up actions

Summary

- ➔ Briefly describe the research and the main results. Also refer to the societal relevance of your research/project.
- ➔ Consider the reader: this must be for a general audience, so avoid jargon and make sure to provide a clear explanation.

Personal development

- ➔ Briefly describe how the project has contributed to your personal/academic development. When doing so, do not forget to write a thank-you note to the Gratama-Foundation.

Photos

As an attachment please include a number of photos that feature you and that provide further insight into the project. Examples could include photos of you (and your team) at work, your results, your research and so on. Photos are very important in attracting new funding.