



## Criteria for the final report Leiden Empowerment Fund (LEF) grant

One of the conditions for being awarded a LEF 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 two 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 essay;
- c) photos to accompany the descriptive report.

The results and the descriptive essay with photos amount to your accountability towards both the LEF Review committee, which has awarded the grant, and the donors who made the grant possible. The essay (b) and the photos (c) will also be used to show alumni and (potential) donors what is done with their support. The report and the photos become the property of LUF and may be used for publication purposes. Intellectual property of the project/activity (a) will fully remain with the applicant and will be dealt with confidentially.

## Content of the descriptive essay

Your descriptive report should give a brief account – 800 to 1,200 words – of the academic project or activity. At the top of your report, provide the date of the report, your names and, if relevant, faculties, the code for the grant, the date/period of the project or activity and the title or the topic.

The descriptive essay needs to contain the following elements:

### **Purpose**

- ➔ Project plan and objective

### **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.

### **Result**

- ➔ Results, follow up actions

### **Personal development**

- ➔ Briefly describe in what way the project has benefitted your personal and/or scientific development.

## **Photos**

As an attachment to the [Final Report form](#), 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.