Reporting guidelines for progress and final reports of SOR4D projects

*5th version, January 2025*

SOR4D project teams have to provide financial and results and solution-oriented progress reports annually and a final report at the end of the project.[[1]](#footnote-2) The progress and final reports focus on the logical framework of the individual projects and provide an overview of the main results achieved, implementation status and challenges encountered as well as completed and planned communication measures.

Progress and final reports provide an opportunity for self-reflection. Project teams should use the reports to reflect on the impact, outcomes and state of the project and to address challenges and perspectives. The reports are shared with the SOR4D review panel, which provides feedback and recommendations. The reports are used as source for the annual report at programme level.

The reports need to be structured according to the template.They must **not exceed 10 pages**. An indication for space allocation for the respective sections of the report is provided in the template.

All reports should be accompanied by 2 high resolution photos. Please send the photos separately to sor4d@snf.ch. These photos can be used by SNSF and SDC for communication purposes (website, publications).

The reports are complemented by providing systematic output data on mySNF (scientific publications, scientific events, knowledge transfer events, collaborations, etc). The output data is also accessible on the SNSF data portal (<https://data.snf.ch/>).

Template for progress and final report

|  |  |
| --- | --- |
| **Project number** |  |

|  |  |
| --- | --- |
| **Project title** |   |

|  |  |
| --- | --- |
| **Responsible grantee** |   |
| **Co-grantees** |   |
| **Project partner(s)** |  |

# Context

*Please describe changes and developments in the political, economic, environmental, partnership context which had/could have positive or negative repercussions on the project. (0.5 page)*

# Progress and results

*Please complete the document in the annex (“template logframe for SOR4D progress reports and final report”), using your original research logframe submitted with your proposal. (not included in page count)*

## Impact

*Please reflect on the contribution of the project to the achievement of the desired impact, research-based solution pathways for reducing poverty and global risks identified for your topic/project. Compare with the situation at the beginning of the project. (0.5-1 page)*

* Describe the scientific, technological, societal, environmental or economic relevance of the findings.
* What is being done that the research results contribute to the desired impact(s)/change(s)?
* In case results are applied already, what is known about the most important intended/unintended, positive/negative changes related to them?
* What are the differences between the hypothesized changes from a scientific perspective and the actual situation?

## Outcomes and outputs

*Please describe for each outcome and the respective outputs of the logical framework the most important results, main activities, clearly reporting progress with regard to given indicators and milestones and explaining what this means. Include outcome statements on gender and inclusion measures. Where appropriate include in your description the most innovative concepts, methods, techniques, products, tools, or approaches that are identified, developed, validated or applied. (5 pages)*

*Please also fill the following table:*

|  |  |
| --- | --- |
| **Indicator** | **Number** |
| Number offinal beneficiaries reached by the solutions developed through the project, segregated by gender | Total | male | female |
|  |  |  |
| Number of researchers/practitioners involved in SOR4D projects, segregated by gender and region (North/South)  | Researchers | male | female | North | South |
|  |  |  |  |
| Practitioners | male | female | North | South |
|  |  |  |  |
| Number of findings/solutions validated by users/beneficiaries |  |

# Implementation activities and stakeholder engagement

*Please report on and critically assess your implementation and dissemination activities as well as stakeholder relations established in your project (1 page)*

* Which mechanisms and activities have been/are used to ensure an effective exchange and dissemination of knowledge/research results with the relevant key stakeholders?
* What is done to ensure that potential beneficiaries have the opportunity to engage with the research? What is done to ensure uptake of research results/solutions developed?
* Is a policy dialogue for the implementation and impact of research results established and if so, how is it directed at national, regional, and global level?

*Please also fill the following table:*

|  |  |
| --- | --- |
| **Indicator** | **Number** |
| Number of organisations/implementing partners engaged in scaling of solutions |  |
| Number of products presented/considered for scaling-up and/or replication |  |
| Number of new relevant institutional collaborations started in the SOR4D projects’ context |  |
| Number of spin-offs/spill-over, follow-up (patents, start-ups, new research projects, etc.) |  |

# Challenges and opportunities regarding research and implementation activities

*Can the objectives be reached or have they been reached? Can deadlines and the timeframe be respected? Did unforeseen difficulties in the implementation activities arise? How do you plan to address these? Have you discovered any new opportunities? Did you uncover any unexpected or additional results? Have you identified any needs, which require support from programme management? (0.5-1 page)*

# Research partnership

*Please report on your experiences with establishing and managing international transdisciplinary partnerships.* *Describe here the successes or challenges of the partnerships established with the different stakeholders involved. (0.5-1 page)*

* To what extent are the KFPE’s 11 principles respected?
* Did specific difficulties arise with any of these collaborations and what was undertaken to address them?
* Are any further collaborations necessary or envisaged to reach the objectives?

# Feedback on recommendations from assessment of previous report *(only for 2nd progress report and final report)*

*Please provide a short description of how recommendations from the SOR4D review panel have been taken into account. You can skip this section if no recommendations were formulated. (0.5 page)*

# Communication *(optional)*

*You can report here about any interesting communication activities. (max. 0.5 page)*

Annex: template logframe for SOR4D progress reports and final report

|  |  |  |  |
| --- | --- | --- | --- |
| **Impact** **(goal)** | **Impact Indicators** | **Sources and Means of Verification** | **Status/Results**  |
| [fill in information from your project logframe] | [fill in information from your project logframe] | [fill in information from your project logframe] | *[Provide numbers related to your indicators, i.e. your means of verification]* |
| **Outcomes** (Project objectives)  | **Outcome Indicators**  | **Outcome Means of Verification** |  |
| [fill in information from your project logframe] | [fill in information from your project logframe] | [fill in information from your project logframe] | *[Provide numbers related to your indicators, i.e. your means of verification]* |
| **Outputs: project deliveries per outcome and costs**  | **Output Indicators**  | **Output Means of Verification** |  |
| [fill in information from your project logframe] | [fill in information from your project logframe] | [fill in information from your project logframe] | *[Provide numbers related to your indicators, i.e. your means of verification]* |

1. The reports are to be submitted electronically via mySNF. Corresponding requests will be sent automatically. [↑](#footnote-ref-2)