Foundation Ipsen format for final report for programs greater than €101,000 total

Version 7.03. February 2024

[Program Title] Final Report
[Years covered]
[Organisation]

Executive Summary: (1 page)
Provide a brief overview of the program, emphasizing key objectives, methodologies, and major outcomes. Highlight the significance of the research and its potential impact on the scientific community.

Program Overview: (2 pages)
1. Introduction: (1 page)
- Elaborate on the background and context of the program, emphasizing the research gap or problem the program aimed to address.
- Discuss the relevance of the research area in the broader scientific landscape.

2. Objectives: (1 page)
- List and elaborate on the specific objectives established at the beginning of the program.

What was done: (5 pages)
3. Experimental Design: (1 page)
- Provide a detailed description of the experimental design, highlighting any innovative or unique aspects.
- Discuss any modifications made during the program and the reasons behind them.

4. Data Collection and Analysis: (2 pages)
- Explain the methods used for data collection.
- Summarize the key findings and outcomes.
- Present statistical or analytical methods employed, with a focus on their appropriateness for the research goals.

5. Challenges and Solutions: (1 page)
- Discuss any challenges encountered during the program and the strategies implemented to overcome them.

6. Lessons Learned: (1 page)
- Reflect on lessons learned during the execution of the program and how these insights can be applied to future research endeavors.

Financial Overview: (6-8 pages)
7. Budget Allocation: (2 page)
- Provide a detailed breakdown of the initial budget allocation for different components of the program.

8. Expenditure: (4-6 pages)
- Present a comprehensive breakdown of actual expenditures compared to the budget.
- Highlight any significant deviations and provide **detailed justifications** for them.

Results and Achievements: (6 pages) (vary allocation based on your program)

9. Scientific or Societal Contributions: (2 pages)
- Enumerate and elaborate on the key scientific contributions of the program.
- Emphasize any groundbreaking or novel findings.

10. Publications and Presentations: (2 pages)
- List and provide brief summaries of all publications, conference presentations, and other dissemination activities stemming from the program.

11. Societal Impact: (2 page)
- Discuss the potential or realized impact of the program on society.
- Include any contributions to policymaking or industry practices.

Impact and Applications : (2 pages)

12. Future Applications : (1 page)
- Discuss potential applications of the program in the future.
- Identify areas for further research and development.

13. Recommendations: (1 page)
- Provide recommendations for improvements or adjustments for future programs of a similar nature.

Conclusion: (2 page)
Summarize the overall success of the program and its contribution to the scientific community.

Acknowledgments: (1 page)
List other organisations that contributed to funding this program.

Program Report: [Program Name]

Executive Summary (1 page)
The executive summary provides a concise overview of the program, its objectives, and key outcomes.

Program Overview (2 page)
- **Program Name:** [Insert Program Name]
- **Duration:** [Insert Start Date - End Date]
- **Objective:** [Summarize the main goal of the program]
- **Participants:** [Specify any collaborating organizations or individuals]

Key Outcomes (1 page)
- [List the primary achievements and outcomes of the program]

Introduction (1/2 page)
The introduction section provides background information, context, and the rationale behind the program.

Background (2 pages)
- [Describe the context and background leading to the initiation of the program]
- [Explain the reasons for undertaking the program and its significance in the scientific field]

Program Objectives (1/2 page)
This section outlines the specific objectives set for the program.
- **Objective 1:** [Detail the first objective]
- **Objective 2:** [Detail the second objective]
- ...

What was done (1-2 Pages)
Describe the methodologies and approaches employed during the program.
- **Data Collection:**
  - [Explain how data was collected]
- **Analysis:**
  - [Detail the analysis techniques used]
- **Results:** Present the results and findings achieved through the program.
    [Include charts, graphs, and other visual aids for better illustration]

Financial Overview: (2-4 pages)
  Budget Allocation: (1 page)

- Provide a detailed breakdown of the initial budget allocation for different components of the program.

Expenditure: (1-3 pages)
- Present a comprehensive breakdown of actual expenditures compared to the budget.
- Highlight any significant deviations and provide **detailed justifications** for them.

Discussion (1 Page)
This section interprets the results, discusses their implications, and relates them to the program objectives.
- [Discuss how the results contribute to the scientific knowledge in the field]
- [Address any challenges faced during the program and potential areas for improvement]

Lessons Learned (1/2 Page)
Share the lessons learned during the program that could be valuable for future initiatives.
- [Highlight successes and challenges]
- [Provide recommendations for improvement]

Impact and Future Directions (1 Page)
Assess the overall impact of the program and suggest potential future directions or areas for further research.
- [Discuss any measurable impact on the scientific community or society]
- [Propose recommendations for future research or program iterations]

Conclusion(1/2 Page)
Summarize the key findings and outcomes of the program.

Acknowledgments
List other organisations that contributed to funding this program.

Appendices
Include any supplementary materials, such as additional data, charts, or supporting documents.

Foundation Ipsen format for final report for programs below €10,000

5 Page limit

Micro-Grant Proposal: [Project Title]
Applicant Information
- **Name of Applicant/Organization:** [Your Name or Organization Name]
- **Contact Information:** [Your Email, Phone Number, Address]

Project Overview
Project Title: [Project Title]
Project Duration: [Start Date - End Date]

Project Summary:
[Provide a brief summary of the project, outlining its main goals and objectives. Highlight the expected impact on the community or field.]

Project Objectives
Clearly state the specific objectives of the project.
1. **Objective 1:**
    - [Detail the first objective and the activities involved]
2. **Objective 2:**
    - [Detail the second objective and the activities involved]
3. ...

Budget
Provide a detailed budget breakdown for the micro-grant amount requested. Make sure it aligns with the goals and objectives of the project.

Budget Categories:
1. **Personnel (if applicable):**
    - [Specify roles, hours, and rates]
2. **Materials and Supplies:**
    - [List necessary materials and their estimated costs]
3. **Travel (if applicable):**
    - [Specify travel-related expenses]
4. **Equipment (if applicable):**
    - [List and justify any equipment needed]
5. **Other Expenses:**
    - [Include any miscellaneous expenses]

Total Budget: €/$[Total Amount Requested]

Project Timeline

Provide a detailed timeline for the project activities. Include key milestones and deadlines.
- **Activity 1:**
  - [Start Date - End Date]
- **Activity 2:**
  - [Start Date - End Date]
- ...

Expected Outcomes
Clearly outline the expected outcomes and impact of the project.
- [Describe how the project will benefit the target audience or community]
- [Highlight any tangible results or deliverables]

Sustainability Plan
Briefly discuss how the project will be sustained beyond the micro-grant period.
- [Detail any plans for ongoing funding, community involvement, or partnerships]

Monitoring and Evaluation
Describe the methods and criteria for monitoring and evaluating the progress and success of the project.
- [Specify key performance indicators and measurement tools]

Conclusion
Summarize the key points of the micro-grant proposal.